



Posted: Friday, November 09, 2018

NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on
WEDNESDAY, NOVEMBER 14, 2018, at 6:00 PM

In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS at 5:00PM

- I. **CALL TO ORDER**
- II. **ADJOURN TO CLOSED SESSION**
 - 1. Real estate negotiations between the City of Trinidad and Verizon Wireless regarding the Trinidad Head cell site. Pursuant to California Government Code section 54956.8
 - 2. Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)
- III. **RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – 10-10-18 cc, 10-15-18 scc**
- VII. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VIII. **STAFF REPORTS**
- IX. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.
- X. **CONSENT AGENDA**

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

 - 1. Staff Activity Report October 2018
 - 2. Financial Statements September 2018
 - 3. Law Enforcement Report October 2018
 - 4. Approve a Budget Amendment for Purchase of a 2008 Ford Ranger for Public Works Department
 - 5. Approve Resolution 2018-10 indicating the City's interest in working with the RCEA Pilot Solar Program
 - 6. City Manager Hiring Process Summary
 - 7. Authorize Consultant Agreement with ADH Environmental for Storm Water Project Monitoring Tasks
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 - 1. Discussion/Decision to Authorize Mayor to Finalize 2018-19 Cell Tower Lease Extension Agreement
 - 2. Discussion/Decision regarding City Water Policies.
 - 3. Discussion/Decision regarding Approval of LCP Amendments Related to the Calfire Water Line Extension
 - 4. Discussion/Decision regarding Appointment of Short-Term Rental Advisory Committee Members
- X. **FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

OCTOBER 10, 2018 CC
OCTOBER 15, 2018 SCC

Supporting Documentation follows with: 9 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, OCTOBER 10, 2018

I. CALL TO ORDER

Mayor Rotwein called the meeting to order at 6:00 pm. Council members in attendance: West, Ladwig, Rotwein, Miller, Baker. City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams, City Engineer Rebecca Crow.

II. PLEDGE OF ALLEGIANCE

III. CLOSED SESSION

1. Real estate negotiations between the City of Trinidad and Verizon Wireless regarding the Trinidad Head cell site. Pursuant to California Government Code section 54956.8
2. Real estate negotiations between the City of Trinidad and Charles Garth regarding 1 North Westhaven Drive. Pursuant to California Government Code section 54956.8
3. Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957

IV. CLOSED SESSION REPORT

- 1) Continued research into feasibility of acquiring property at 1 North Westhaven. Hope to have numbers to share with the public at the December meeting.
- 2) Ongoing lease negotiation with Verizon.

V. APPROVAL OF AGENDA

Mayor Rotwein read a statement promoting civility and respectful meeting discourse.
Motion (West/Miller) to approve the agenda as submitted. Passed unanimously.

VI. APPROVAL OF MINUTES – 09-12-18 cc,

Motion (Miller/Baker) to approve the minutes as submitted. Passed unanimously.

VII. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS

West: No HCOAG meeting this month. Met with a parent group concerned with making the streets of Trinidad safer on Halloween night.

Baker: Nothing to report.

Miller: RCEA meeting discussed financial status regarding CCA, etc.

Ladwig: HTA discussed the installation of a solar array that would charge an electric transit bus.

Rotwein: Trails committee update – marking and maintenance. Gov't to Gov't quarterly meetings with Yurok and Trinidad Rancheria, discussing the cultural element of the General Plan. Earthquake drill scheduled for 10/20 at 10:18am. Reported on her visit to Washington D.C. for a Women Mayors of America gathering.

VIII. STAFF REPORTS

City Manager Berman's written staff report was included in the packet. Various highlights included 1) Construction on Hector & East Street is complete. Curb along rain garden will be painted red, and shrubs will be planted in the garden area. 2) Hidden Creek RV Park is in the final stages of a complete septic system replacement that is being supplemented by the Clean Beaches Initiative grant funds. 3) Special meeting will be held on Monday regarding the Rancheria Hotel project proposal. 4) Private property owner on Wagner Street had a private gardening service cut vegetation on city property along the trail. Tsurai Management Team has been notified. 5) A risk assessment of the City was recently performed by PARSAC. Recommendations will follow in a report. Tree and trail maintenance was the focus.

IX. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Jim Cuthbertson – Trinidad

Long-time resident Bill Dimmick passed away and there will be a gathering at the Town Hall next week. A vehicle went off the road in front of my house. I was the water commissioner in the late 1990's.

Ken Sawatsky – Eureka Area

Regarding the County's proposed ballot Measure O, taxes should have a sunset. The sunset provides oversight. The City should reach out to the County to request funds from the large pot of money they already receive from the Cannabis taxes.

Alan Grau – Trinidad

The City should video record meetings. The minutes are not accurate and not listed on the website. The STR Committee appointment discussion should be postponed to a future meeting. The Mayor should not have participated in the April meeting that formed the committee due to conflict of interest.

Pat Morales – Trinidad

Please report back to the Council regarding topics discussed at Tribal Government-to-Government meetings.

Ted Pease – Trinidad

Introduced HARP and explained their recent meeting regarding the Trinidad Rancheria's Hotel Project proposal. We were shot down by the BIA on our request to extend the comment period. HARP encourages the public to attend the City meeting next Monday.

X. CONSENT AGENDA

1. Staff Activity Report September 2018
2. Financial Statements August 2018
3. Law Enforcement Report September 2018
4. Accept City Engineer RFQ Results and Authorize City Manager to Negotiate GHD for City Engineering Services
5. Planning Commissioner Vacancy Notice

Motion (Baker/Miller) to approve 1-4, and pull 5 for question/clarification. Passed unanimously.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Ethics Complaint against Councilmember Miller.

City Manager Berman explained that Trinidad resident Mike Morgan has filed an ethics complaint against Councilmember Dwight Miller. Councilmember Miller has requested that this complaint be agendized and heard by the Council.

Mr. Morgan's complaint states that Councilmember Miller acted in violation of the City Code of Ethics in his actions around the recent decision by the Council to remove Mr. Morgan from the Planning Commission. Mr. Morgan states that the Special Meeting where the Council took this action was improperly noticed, that the action taken was not consistent with the posted agenda, that Councilmember Miller knew that Mr. Morgan and some Councilmembers could not attend the meeting, and that Councilmember Miller's actions were not consistent with the City Code of Ethics.

Staff believes the meeting posting, agenda titles, and scheduling were all done in accordance with applicable laws and policies. These issues are the responsibility of City Staff and the City Attorney, not of Councilmembers, and therefore staff does not see them as providing a reasonable basis for an Ethics violation by a Councilmember Miller, even if they had been done incorrectly.

Councilmember Miller gave a brief introduction explaining the process, the complaint, and his discussions with Mr. Morgan. Speaking from the podium, Miller stated that this is not a trial, but rather a response to a complaint filed by Mr. Morgan. He claimed responsibility for the hearing in August to address Morgan's behavior, and also for sponsoring this hearing. After reading various quotes from the ethics policy, Miller stated that he serves on the Council because he cares about the community. *Miller recused himself following his comments and left the room for the remainder of the discussion.*

Mike Morgan thanked Miller for placing this item on the agenda, stated this was an opportunity to reconcile their issues, and did not want to see Berman or Miller punished for their actions. However, he called out errors in Berman's staff report and stated that had he been asked to resign prior to the removal hearing, he would have. He also noted that it was unfair that the decision was made at a last-minute meeting with only 3 Councilmembers present, and that he could not attend and defend himself. Morgan stated he did not request any action be taken tonight.

Councilmember questions:

Baker: The City Attorney advised that 4 of 5 votes were needed to sanction a member for an ethics violation, but only a simple majority was required to remove an appointed commissioner. This matter was going on for awhile and the Planning Commission business was being disrupted. There are a lot of grievance politics at our meetings that impede productivity. I appreciate what Morgan has to say, but we're taking up a lot of people's time with this.

Public comment included:

Ken Sawatzky – Eureka Area

What's the point of this if no action is being requested?

Patti Fleschner – Trinidad

Please stop cannibalizing each other. We are all fine people. The short notice of the meeting was unfortunate. Morgan was on the Council before and he did his job very well. He was a good listener, and did his homework. Demonstrations at the Lighthouse assaulted his business. Forgiveness goes a long way, and I'm very grateful for all you do.

Kathleen Lake – Trinidad

I was a part of the initial complaint filed against Mr. Morgan regarding the taser incident. Many false comments have been made.

Alan Grau – Trinidad

All people should be treated equally.

Dorothy Cox – Trinidad

The bottom line is that Mr. Morgan lied to everyone here, and he has threatened me many times. He needs to own his behavior and accept the consequences of his actions. It is unbecoming and a distraction to the City's business. He has turned this around on Miller. Morgan violated the ethics code and the issue is over. Miller is a good man and shouldn't have to put up with this.

Adora King – Trinidad

Say goodbye to this issue. I'll be back after the election to tell you how I feel about Mr. Morgan if he gets elected.

No decision was made.

2. Public Hearing on Unmet Transit Needs.

HCAOG Executive Director Marcella Clem explained that each year HCAOG conducts a citizen participation process to assess unmet transit needs within Humboldt County. The public is invited during this hearing to express their opinion, solutions, complaints, or suggestions regarding Humboldt County's public transportation systems and/or general unmet transit needs.

Public comment included:

Sungnome Madrone – Trinidad

Trails are part of the transportation system too. McKinleyville needs its own bus system. The County service (HTA) stops in McKinleyville. They wander around town making numerous stops and delaying what could be a quick trip between cities. Also, there are not enough bike racks on the bus.

Ken Sawatzky – Eureka Area

We should have a shuttle bus that transports people to local and regional airports.

Cheryl Kelly – Trinidad

There should be free bus service on Election Day.

City Manager Berman stated that connecting the Little River Trail system is an unmet transit need.

Comments will be forwarded to HCAOG.

3. Discussion/Decision regarding Countywide Measure O.

Humboldt County District Attorney Maggie Flemming and Fortuna Fire Chief Lon Winburn presented information regarding ballot Measure O, to continue the County sales tax add-on to maintain public safety services. Flemming explained the various programs that current Measure Z supports, including Fire Protection, Mental Health Services, 911 Emergency Response, Deteriorating roads, Volunteer Fire Departments, and City/County partnerships, etc. She also added that there's accountability and that the money stays local.

Public comment included:

Patti Fleschner – Trinidad

Roads were mentioned. How are they included? Lon Winburn explained that roads are important to public safety and the Public Works Department is always at the table.

Ken Sawatzky – Eureka Area

I wrote the opposition argument in the ballot. I prefer this be a measure that requires a 2/3 vote and sunsets in 10 years.

Motion (Miller/West) to support Measure O. Passed unanimously.

4. Discussion/Decision of Water Rates, Water Policies, and Consider Approval of Scope of Services with GHD to evaluate maximum water production rates.

City Engineer Rebecca Crow presented background information regarding the City's water system, including:

- System Overview
- 2010 Statistics (Connections, Averages, High users)
- 8 miles of distribution pipe (most of it 1978 or older)
- Rate history
- Need for rate review
- Next Steps
- Rates vs. Policy
- Water Supply Assessment
- Water Policy next steps

City Manager Berman added that the recent connection requests from CalFire and the Trinidad Rancheria have triggered policy questions that we don't have answers for, nor the framework developed to respond within. Priorities and policies should be evaluated. These 2 proposals could add demand that is the equivalent of 50-60 homes.

Rebecca Crow added that GHD could have a water supply assessment done in 2-3 months.

Public comment included:

Jim Cuthbertson – Trinidad

GHD has all the information they need for this assessment. At the last meeting, City Manager Berman told us that we may have to start rationing water. There are people that live upstream on Luffenholtz that have rights too. I'm concerned that we may give away all our water and not have enough for the people in town. **City Manager Berman** issued a correction to his statements last month, saying he misrepresented the information provided by the water flow monitors recently installed in Luffenholtz Creek as required by the city's water right permit.

Alan Grau – Trinidad

Conservationist's should be rewarded. There's not enough water to supply everyone. My morning shower is more important than a hotel at the Rancheria.

Leslie Farrar – Trinidad

I want current statistics. I'm concerned about commercial water sales. How much are we charging? Is it on the honor system? We need a complete supply analysis. I'd like to see a biological study of the creek. Water rights upstream are important. Water is gold. We can't say yes to everyone.

Sungnome Madrone – Trinidad

I know Luffenholtz Creek very well. I've worked on the creek for many years. You're using 25% of your annual water right. The constraint is how much is available to take during low-flow periods, during consecutive years. The most recent study done was during the Moss Subdivision project. In a dry year, all the water is allocated. The City needs to fix leaks, promote rainwater collection and incentivize this in the General Plan, and inter-tie the water system with Westhaven's system.

Erin Quinlan – Trinidad

Luffenholtz Creek tributaries went dry this year.

Shirley Laos – Trinidad Rancheria

Berman's comments aren't entirely factual. I look forward to clarifying many of the issues at the October 15 meeting. Be careful how you define consumption, and please use facts when discussing these issues. On December 09 I supplied the Council a document that identified over \$700,000 in infrastructure improvements that the Rancheria has contributed to the city's water system.

Mike Morgan – Trinidad

The last rate analysis was done in 2012. There should be plenty of information available from that report to help with the update.

Karl Ferguson – Trinidad

Concerned about the 60% recycled water statistic that the Rancheria claims it's hotel will reuse. That is simply not true. The Rancheria is only addressing allocation, not what is available. We can't make any decisions until the studies are complete.

Richard Clompus – Trinidad

I came from the east coast. I'm very aware of my water consumption, and I want to make sure we're managing our resources properly so it is sustainable in the future.

Richard Johnson – Trinidad

I'm concerned that storage capacity isn't being reviewed as part of this. The Coastal Commission is requiring the City to consider supplying visitor service businesses on Patrick's Point with water when connecting CalFire. We need to have clear policies that help guide the City when new connections are requested.

Tom Davies – Trinidad

We approved the CalFire project with the understanding that no other connections would be offered.

Danny Ferguson – Trinidad Area

The City of Trinidad is referenced in the hotel project EA. It's alarming that the report doesn't reference Luffenholtz Creek's available water. It's important to request that the Rancheria explain where they get their data from.

Patti Fleschner – Trinidad

I have been observing Luffenholtz Creek every day for 40 years. Storage is important. This is the lowest I've ever seen it flow.

Council comment included:

Miller: \$8,800, 3-month time frame seems reasonable. We should also be concerned with updating inflation rates since their expiring this year. Storage and collection is key. We want to support the Rancheria but we need the data and need to work together. Water is very important. We should consider adopting a water committee to help us out.

Baker: Our identity is often defined by the watersheds we live within. I'm a data person and want as much information on this as possible – especially historical data for reference.

Ladwig: I'm ready to authorize the study with a January 30 delivery date.

Rotwein: I appreciate all the input. We should research water policies, address storage, develop a capital improvement plan, and conduct a new rate analysis soon. I also agree that a community advisory group would be helpful.

Motion (Rotwein/Miller) to authorize the City Manager to execute the scope of work with GHD to evaluate the maximum production capacity of the Water System, and amend the water budget by \$8,600 to be paid by the water fund reserve. Passed unanimously.

Council also agreed, by consensus, to 1) Authorize staff to review policies discussed tonight and return to the next meeting for further discussion, and 2) to request that GHD develop a scope of work for a rate analysis, capital improvement plan, and storage analysis for Council consideration at a future meeting, and 3) No applications for commercial service will be considered until all the data is received and reviewed by the Council.

5. Consider Appointments to the STR Committee.

Mayor Rotwein recused herself from this discussion due to professional relationships she has with some of the committee candidates.

City Manager Berman explained that the notice to solicit interest in serving on this committee was published with an error regarding the committee makeup. He noted that the Council amended the original proposal, which included only one STR representative, and approved (1) Planning Commissioner, (2) STR Representatives, and (2) Residents to form the Committee.

Council questions included:

Ladwig: Reminded everyone that this committee came from Baker and West's report back in early 2018 regarding STR issues.

Baker: Concerned with applicants that did not attend tonight.

Public comment included:

Leslie Farrar – Trinidad

I did not attend the September 12 meeting. The number of STR reps and residents should not be equal.

Tom Davies – Trinidad

It would not be legitimate to appoint people that are not here tonight.

Alan Grau – Trinidad

I attended the meeting in September. Due to many issues, this notice should be reposted and appointments should be delayed. The process is biased and unfair.

Council comments included:

Ladwig: I think the notice should be reposted, and specify what the Council expects to see in the applications. This is an advisory group that is expected to provide input as to how the ordinance is working. I volunteer to re-write the notice.

West: This is a discussion group that was intended to bring all the interests together and promote conversation and creative solutions – NOT a decision or policy-making group. We expect the group to review annual activity, impacts, ordinance performance, etc., and advise the Council accordingly.

Baker: I don't see the purpose of appointing someone to the committee that doesn't agree or believe in the ordinance. We should table tonight's decision, repost the notice, and ask participants to provide more information about their desire to participate and be prepared to answer questions from the Council.

Miller: Offered to work with Ladwig to re-write the notice and give to staff for posting.

No motion was made. By consensus the Council authorized Ladwig and Miller to work together and re-write the notice and have staff republish it. The STR Committee appointment will be continued to the next regular meeting.

XI. FUTURE AGENDA ITEMS

- Council participation in the Management Plan Team
- Investigate Tributary Creeks in Luffenholtz Watershed.

XIII. ADJOURNMENT: 10:15 pm

Submitted by:

Gabriel Adams
Trinidad City Clerk

Approved by:

Susan Rotwein
Mayor

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
MONDAY, OCTOBER 15, 2018

I. CALL TO ORDER

Mayor Rotwein called the meeting to order at 5:30 pm. Council members in attendance: West, Ladwig, Rotwein, Miller, Baker. City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

City Manager Berman requested consolidation of agenda items 1 & 2.

*Motion (Rotwein/Miller) to approve the agenda as amended. **Passed unanimously.***

IV. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Ryan Sundberg – Humboldt County Supervisor
Left election Measure O information for the public to review.

V. CONSENT AGENDA - None

VI. DISCUSSION/ACTION AGENDA ITEMS

1. Presentation/Discussion regarding Trinidad Rancheria Hotel Project.

City Manager Berman explained that the Trinidad Rancheria has been invited to present information regarding their proposal to develop a hotel.

Trinidad Rancheria Executive Director **Jacque Hostler-Carmeson** introduced **Shirley Laos** and the Development Team, and provided a brief overview of the project and timeline.

Shirley Laos defined Sovereign Authority, Tribal Sovereignty, Federal Trust relationships, Legal Sovereign Status, and Inherent Tribal Status.

Jacque Hostler-Carmeson provided background on the project's inception, dating back to meetings that were held in 2009-11 when the Comprehensive Community Plan was developed with public input. Phase 1 included a conceptual highway interchange plan, Harbor improvements (Pier, Septic, Stormwater), the Hotel concept (2012), community facilities plan, interpretive center, and cultural places.

Development Team member **David Tyson** introduced the Hotel Project Development Team; Wright Hotel Development, Analytical Environmental Services, Thalden Boyd Emery – Architects.

Environmental Services representative provided information regarding the Environmental Assessment document. He responded to common questions about the planning process; Public Safety concerns (Fire, Medical, and Law Enforcement), Slope Stability, Traffic Issues on Scenic Drive, Water Options, Wastewater Treatment, Visual Impacts (Light Pollution, Structural concerns). NEPA review process, Technical Studies, BMP's, Next Steps (review period, Environmental Impact Statement, etc.).

Jacque Hostler-Carmeson closed the presentation, noting that this will be a quality project and that the design isn't complete. The rest of the design will be completed as we move forward.

Mayor Rotwein explained that the note cards were provided to the public to jot down questions for the Rancheria Development Team. Resident **Richard Johnson** gathered the cards and read many of them aloud, allowing various Rancheria experts to respond;

- **Recycled Water?** An engineering firm that specializes in Hotel development analyzed the data based on industry standards for similar developments.
- **How can an EA be done on an incomplete design?** The EA is a planning level document. In order to complete a preliminary design, various things must be considered such as air pollutant and emissions. The project has been approached based on a very conservative development envelope.

- **What is the backup plan for water?** The preference is Trinidad water, but if that effort fails other alternatives will be sought.
- **Is there a reserve leachfield?** Yes.
- **Can the design be tiered into the slope to lower the visual impact along the coastline?** The architects are looking at various design ideas, but this hasn't been considered at this point.
- **Major Public Concern, Visual Impacts.** All designs are being looked at, including toning the project down to blend into the environment.
- **What does the SWRCB have to say about the water use?** They do not have authority unless new water rights or sources are being developed.

Mayor Rotwein noted that the main priority of the City is to provide potable water to all existing Trinidad Water System customers. The City has embarked on several analysis that will help answer questions about availability and ability to serve a new hotel development.

Public comment included:

Karl Ferguson – Trinidad Area

Supportive of the Rancheria. The Casino currently blends in. My heart drops when I see the current design. If you can resolve the water issue, septic issues, traffic issues, you still can't resolve that this is a massive building. Painting it a pretty color won't make it go away. I doubt your ancestors will appreciate this.

Big Lagoon resident – Trinidad Area

Regarding design, I echo public comment. I believe a more appropriate, aesthetic design can be achieved. Regarding energy, carbon emissions must be limited by use of solar, wind, and battery storage. Regarding EV charging, reach out to Tesla and RCEA and ask for their help. Plan and implement for the future.

Carol Mone – Trinidad Area

As a resident I favor hotels over home-sharing. Tourism is good but only if there aren't economic issues or natural disasters. The hotel can be a great resource during emergencies. Focus on your tourism demographics, state of the art design, and also consider cycling hostels.

Jennifer ? – Trinidad Area

Concerned with socializing cost, and privatizing profits.

Richard Clompus – Trinidad

People come here for the environment. A box hotel on the coastline isn't going to fit in. Please build one that fits in and complements the natural beauty of the area.

Jason Self – Trinidad Area, Kayak Trinidad Business owner

Tourism is the industry. Lodging is needed. People come here in route from other National Parks with grand lodges. We don't have one. An ugly box hotel can break this place, but a grand lodge could make it. Who are we trying to draw to Trinidad? The casino crowd is less attractive. Eco-tourists are better.

Dessa Gunning – Trinidad Rancheria

The goal is to make this something beautiful. Tourism isn't the only thing that's important. We hope this will be an area of cultural exchange. When we took on the harbor property, it was falling apart. It has been transformed to a beautiful, environmentally positive thing. I will rally my tribal members to do something great with this development. 60% of the casino water is recycled. We want to be good stewards of the land. Please join us.

Leslie Farrar – Trinidad

I see a huge problem bringing construction materials and equipment through Scenic Drive 6 days a week. I don't want to see a stop-light installed in our town.

Bryce Kenny – Trinidad

How can the BIA expect us to comment on the visual impacts of a project that is incomplete? We can only comment on the worst-case scenario. It's wrong, and not right for Trinidad. The BIA will not extend the comment period. Please make it clear that there is no guarantee water will be provided, ask the BIA to solicit maximum public comment, and remind them of all the work that has gone into the ASBS projects.

Gail Kenny – Trinidad

Concerned about the water, Luffenholtz Creek Watershed, traffic impacts, and construction impacts. Shouldn't the interchange come first? Also concerned about the design and impacts to birds and wildlife – specifically bird-collisions.

James Brown – Trinidad Rancheria Tribal member

My ancestors were called out tonight. There are plenty of things in our past that all none of our ancestors would be proud of. We need to move forward, working together, to make our ancestors proud.

Larry Goldberg – Trinidad Area.

I commend the tribe for the work they've done so far. In 2004 I was the economic director for the Yurok Tribe. We looked at Requa as one of their biggest assets, and I suggested building a grand lodging establishment. Instead they developed the Holiday Inn, which in my opinion is an eye sore. I urge the tribe to build an eco-lodge. Downsize, upscale, National Park style lodge. It could command an international reputation if done correctly. No box hotel.

Ron Johnson – Trinidad Area.

There should be an architectural design competition. Design considerations should have been set in the beginning.

Don Allen – Trinidad Area.

37 year Humboldt resident. Geology background. Worked on the ICWIMP. I support the Rancheria's economic success. However, my scientific background suggests that perching a huge hotel on a coastal bluff doesn't seem appropriate as the geology is unstable. I've seen parking lot sinkholes and coastal erosion. I have no confidence in the location. I would like to see the EIS.

Steen Trump – Trinidad Area.

The hotel project is a piecemeal RV Park, Mini-Mart concept that exacerbates concerns about run-off and water pollution.

Council comments included:

Miller: I share comments, concerns from the public. I also support tribal economic success. I suggest selecting 2 Councilmembers to work with residents and staff to develop a letter that takes tonight's feedback into consideration for submittal to the BIA prior to the comment period deadline.

West: I agree, it's hard to be positive about a design that doesn't exist. I support Miller's suggestion to appoint a few members to help get this comment letter out by the end of the week.

Ladwig: Great input tonight. I volunteer to with Staff on the letter.

Baker: Concerned about the project being proposed without the promise of water. I hope the design concept is flexible.

Rotwein: So many design elements that can be integrated into the concept. Inspired by great lodges in other National Parks, and hopes the Rancheria will echo them. I trust the Rancheria has heard the public tonight. I volunteer to help write the comment letter.

Ladwig and Rotwein will work with the City Manager to draft the comment letter.

XIII. ADJOURNMENT: 7:35 pm

Submitted by:

Approved by:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

1. Staff Activity Report October 2018



Susan Rotwein, Mayor
Dan Berman, City Manager

STAFF ACTIVITIES REPORT

For Council Meeting of November 14th 2018

Italics indicate newly updated information.

City Administration:

Staffing

City Manager Dan Berman has announced his resignation, effective mid-December. The hiring process for this key position is underway – see consent agenda item on Nov 14th.

Complaints –

The City has received two complaints regarding vacation rentals which are being reviewed by staff. The City has received complaints regarding personal interactions in the audience of Council meetings which are being reviewed by staff.

Construction in Trinidad

The stormwater infiltration work funded by the Ocean Protection Council Proposition is complete. *The Hector St. raingarden was planted in late October. The Hidden Creek RV Park new septic system a water system upgrade is almost complete, funded in part through the City's Clean Beaches Initiative grant project to replace failing septic systems.*

Trails Advisory Committee- Trail Construction & Maintenance Policies are under development, and the Trails committee is working with the Gateway Committee to develop a consistent signage concept and recommendations..

Public Comment Policy. Staff are developing a written policy and procedures to address how written comments will be handled with regard to the agenda packets, website postings, and distribution.

OWTS Permits –Staff and the City Planner will continue to implement the plan to issue OWTS operating permits to all septic system owners in the City. The remaining parcels in town without operating permits will be contacted next.

Law Enforcement Service – The Sheriff's Office and the City held a 'Coffee with a Cop' Public Safety Forum October 3 for the community to discuss public safety with city and County officials.

Trinidad Rancheria Efforts to put the Harbor Property in Federal Trust Status.

The City requested an update from the Bureau of Indian Affairs and was informed that BIA is still working on responses to the comment letters received. No timetable for next steps was provided, but the City and other commenters are on the notification list for this project.

Trinidad Rancheria Hotel Project

The City hosted a Special Meeting Monday October 15th with a Rancheria Presentation. The City submitted detailed comments on the Environmental Assessment for the Trinidad Hotel Project.

STR Ordinance

The revised (2016) Ordinance is now in effect. 28 STR licenses have been issued. The UR zone is near its cap (21 licenses, cap of 19). The SR zone is below the cap. The new ordinance has resulted in at least three licenses going away upon property sales, and the number of guests in the UR zone has come down by 26 due to lower allowed occupancy and some rentals losing their license upon sale.

Appointments to the STR Committee are on the agenda for Nov 14th.

Tsurai Study Area.

The City Manager and Attorney met with TAS representatives in Nov to renew efforts to complete this settlement and Land Transfer agreement.

A draft settlement and land transfer was conditionally approved by Council in December 2016. Additional agreements were deemed necessary because of prior legal settlements involving multiple state agencies. Efforts to resolve this complication and complete the settlement and land transfer are ongoing.

Planning**Detached Living Spaces**

The Planning Commission has completed their effort to provide recommendations to the Council on this issue and are returning to the Local Coastal Plan update as well as regular permit applications.

General Plan Update

The Planning Commission is making steady progress on completing the General Plan update.

We are about a year behind the ambitious schedule presented in the last major update to the Council that was provided in a memo dated January 19, 2017. Since then, City staff did apply for supplemental funding and an extension to the Coastal Commission grant period to complete much of the work. That was approved, and the grant period now runs to October 31, 2018. I am still hopeful that we can meet our grant obligations within that time. The following is an update on the various tasks.

- *Planning Commission Review* – The Planning Commission has reviewed all the draft elements of the General Plan again. That occurred from January 2017 through July 2017. Although the Planning Commission had several special meetings to keep that discussing going, it still took well over the estimated two months.

- *Background Reports and Information* – Staff held two harbor area stakeholder meetings on April 17, 2017 (one during the day and one in the evening). Informal Tribal consultation has not been very fruitful so far, but staff continues to seek input.
- *Update Draft General Plan* – Staff have been working on incorporating the Planning Commission comments into the draft, as well as information from recent background reports such as the one regarding climate change and sea level rise. In addition, comments from the harbor stakeholder meeting have been incorporated. Staff have also been adding to the draft elements where deficiencies were identified after an analysis based on the Coastal Commission's LCP update guidelines. In addition, the State adopted new General Plan Guidelines in 2017, which staff have been reviewing for consistency with the existing draft. Staff have finalized revisions to the Land Use Element, and Conservation and Open Space Element, and are currently working on the Circulation Element and Cultural Resources Element. We have been waiting for updated maps in order to start submitting elements to the Coastal Commission for their staff review, but plan on starting to submit drafts this week regardless of whether all the maps are complete.
- *Zoning Ordinance* – Staff have started drafting zoning ordinance updates to make it consistent with the draft general plan and current Coastal Act requirements.

Cell Towers – See agenda

Memorial Light House –The Planning Commission recently approved the Civic Club regular 'follow up' permit for the Lighthouse move and clean up at the former site. The Coastal Commission also needs to issue approval for the Harbor Area placement.

Unpermitted Development – The City is working with the Coastal Commission and a Scenic Dr. landowner to resolve problems related to shoreline armoring efforts that were undertaken without permits. Final notices before Nuisance Abatement proceedings have been sent.

View Restoration Permit process for Van Wycke St.

This item is on the Nov Planning Commission agenda

CalFire Water Line Extension

The CCC's approval requires the City to re-adopt revised LCP language. See action agenda item.

Marine Lab Cypress Tree HSU has received approval to remove the tree

WATER SYSTEM

Streamflow Monitoring on Luffenholtz Creek (Water Fund)

The data can be viewed at the following link, soon to be on the City Website:
<https://m2x.att.com/dashboards/shared/483d35e70ccd5170cf6646115b13a19d?>

Water accountability – Through meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services, staff continue audit and reduce water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owner's side and coordinated with the appropriate party to facilitate the necessary repairs.

Water Distribution System - A major water line under East St. has been replaced. A leak was caused by AT&T work near Stagecoach Rd. and repaired by our PW staff. A PVC pipe broke at the Water Plant and was managed and repaired by our PW staff.

PUBLIC WORKS

Staffing

The City has hired a new employee, Kyle Shipman, to fill the public works/water system vacancy.

City Contracting Requirements. *See agenda item.*

Trails. A recent slip and fall injury on the Parker Ck. Trail has resulted in ongoing discussion between the Land Trust, City, and adjacent landowners over property lines and responsibilities for maintenance. Short term measures have been implemented to increase safety. Installation of a few steps to address a steep change in slope are being considered.

Caltrans has taken the lead and is pursuing grant funds to advance the proposed Little River Trail connection from the end of Scenic Dr. across the Little River.

City MS4 Permit Compliance and Reporting – In September, the Project Coordinator/Stormwater Program Manager will begin work on the MS4 Permit annual report. MS4 Permit coverage is required due to the City's storm water discharge into the Trinidad Bay Area of Special Biological Significance (ASBS). Complying with the permit requirements is costly and time consuming and involves all City staff, the planner, the city engineer, and building official.

November 2018 Project and Grant Coordinator Activities

Manage Grant Projects – Provided administrative support for all grants; worked with funders to complete funding agreements and develop new grant funding; coordinated with city staff, project consultants and project partners. In October, the Grant Coordinator completed quarterly grant reimbursement requests and attended a Rural Water Association Water System Funding workshop. See below for progress on specific tasks for each grant below.

Non-grant (general fund) tasks assigned in August:

- Assisted with the Request for Qualification (RFQ) process for City Planning and City Engineering Services.
- Completed and submitted the Annual Report for the City's MS4 (Stormwater Discharge) permit.

Project Name	Citywide Low Impact Development Planning and Construction Project (OPC Project)		
Grant Budget	\$848,650	Funding Source	Prop 1 Ocean Protection Council
Match	\$0	Match paid by	NA
Term	10/25/16-6/30/19	City Personnel Costs	Reimbursed by Grant

Project Summary: The purpose of the Citywide LID project is to develop storm water infiltration policies to protect the bluff based on groundwater modeling data and construct storm water system improvements on Hector and East Streets to eliminate the discharges to the Trinidad Bay (ASBS) from these areas in the upper part of town. These improvements were planned in 2012 during the Phase 1 and were funded as a shovel-ready project.

Project Status: The construction on Hector and East Streets was completed in October. The Hector Street raingarden landscaping was installed on 10/26 by a team of SHN & City staff and volunteers. The Groundwater (Modeling) Technical Memorandum and Bluff Stability Analysis is being finalized. Based on the modeling information, the City Planner will begin developing policies to protect the bluff area from excessive infiltration of storm water and wastewater.



Hector Street Raingarden after construction before landscaping, during the landscape installation, and after work was completed. It was a warm day so many thanks to the Winnetts for the use of their hose and water to make sure the plants got a good start before the first rain.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
Match (City)	\$15,000	Match paid by	General Funds-staff costs through Aug 2017 to develop project
Match (Other)	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
Match (Other)	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Reimbursed by Prop 84 grant beginning September 2018

Project Summary and Background: This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS) by improving the system along Underwood, Edwards, Ewing, Gallindo, Van Wycke, and down to the harbor parking lot area. Phase 1 of the Project improved the storm water system on Trinity and Ocean Streets to redirect and treat storm water from much of the upper part of town that had been discharging into the ASBS. The OPC Citywide LID Construction project is a component of the overall project.

Status: The the SWGP grant agreement was executed in October with a revised timeline that schedules project construction in Summer 2020. The Storm Water Project NEPA Environmental Assessment (EA) is available for a 14 day public review and comment period through November 20. The USDA Grant/Loan Application will be underwritten by USDA when the final NEPA has been approved. Council approval is requested to enter into consultant agreements with ADH for project water quality monitoring and with GHD for project design services.

Project Name	LCP Planning and Sea Level Rise Update Project		
Grant Budget	\$80,000	Funding Source	Coastal Commission LCP Planning Grant Round 2
Match	\$35,000	Match paid by	City GF for planner and staff LCP update costs
Term	4/13/15 - 10/31/18	City Personnel Costs	60% grant reimbursement, 40% GF

Project Summary: The project assisted the City with updating the Local Coastal Program (General Plan) to reflect and address changed conditions and effects of climate change and sea level rise.

Project Status: This project was completed in October 2018. The final report, deliverables and invoice will be submitted during November.

Project Name	LCP Update Project 2		
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4
Match	\$10,000	Match paid by	City GF for planner and staff LCP update costs
Term	11/1/17-12/31/19	City Personnel Costs	Grant reimburses 87%, GF 13%

Project Summary: This second grant project will focus on developing a Coastal Hazards Plan/Recommendations and Water Supply Assessment to support planning and work on the General Plan/LCP update.

Project Status: Currently, work on this project includes compiling previous studies on water supply, bluff stability and hazard assessment.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Trail Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
Match	\$8,000	Match paid by	City
Term	7/8/16 - 4/1/21	City Personnel Costs	Not reimbursed by grant except final educational phase

Project Summary: This project will improve the Van Wycke Trail to provide better access and safety for pedestrians and bicyclists between Edwards Street and the Harbor Area.

Project Status: The Grant Coordinator worked with GHD to complete and submit progress report 4 to Caltrans. City Planner is preparing the CEQA document. Following completion of CEQA the project will go through the engineering and design phase.

Project Name	Clean Beaches OWTS Repair & Replacement Grant		
Grant Budget	\$480,075	Funding Source	Prop 84 Clean Beaches Initiative Grant
Match	\$225,000 \$10,000	Match paid by	Property owners City and Consultant
Term	6/1/15 - 3/31/19	City Personnel Costs	Reimbursed by grant funds

Project Summary: Please see Grant Progress Summary below.

Status: Construction is nearing completion to replace the septic system for 50 RV spaces at Hidden Creek RV Park. This is the final onsite wastewater treatment system to be constructed for the Clean Beaches Project. Eight residential systems have replaced during this Project. Post-project water quality monitoring will begin after the first rains.



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

2. Financial Statements September 2018

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 9/1/2018 Through 9/30/2018

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010 PROPERTY TAX - SECURED	0.00	0.00	92,000.00	100.00)%
41020 PROPERTY TAX - UNSECURED	0.00	0.00	3,400.00	100.00)%
41040 PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	50.00	100.00)%
41050 PROPERTY TAX - CURRENT SUPPL	0.00	0.00	1,300.00	100.00)%
41060 PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00	100.00)%
41070 PROPERTY TAX - FINES	0.00	0.00	500.00	100.00)%
41071 MOTOR VEHICLES	0.00	0.00	500.00	100.00)%
41110 PROPERTY TAX EXEMPTION	0.00	0.00	1,300.00	100.00)%
41130 PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00	100.00)%
41140 PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	4,500.00	100.00)%
41190 PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,300.00)	100.00)%
41200 LAFCO Charge	0.00	0.00	(1,850.00)	100.00)%
41220 IN LIEU VLF	0.00	0.00	30,000.00	100.00)%
42000 SALES & USE TAX	12,702.69	12,702.69	245,000.00	(94.82)%
43000 TRANSIENT LODGING TAX	0.00	0.00	138,000.00	100.00)%
46000 GRANT INCOME	0.00	0.00	120,000.00	100.00)%
46100 Measure Z Grant Income	0.00	0.00	75,000.00	100.00)%
53010 COPY MACHINE FEE	0.00	0.00	50.00	100.00)%
53020 INTEREST INCOME	56.00	100.45	15,000.00	(99.33)%
53090 OTHER MISCELLANEOUS INCOME	1,375.00	8,744.00	2,500.00	249.76)%
54020 PLANNER- APPLICATION PROCESSIN	1,341.85	4,341.85	9,000.00	(51.76)%
54050 BLDG.INS-P-APPLICATION PROCESSI	650.36	2,823.72	10,000.00	(71.76)%
54100 ANIMAL LICENSE FEES	0.00	0.00	200.00	100.00)%
54150 BUSINESS LICENSE TAX	600.00	7,915.00	9,500.00	(16.68)%
54170 VDU License Fee (Vacation Dwelling Unit)	0.00	0.00	8,000.00	100.00)%
54300 ENCROACHMENT PERMIT FEES	0.00	100.00	400.00	(75.00)%
56400 RENT - VERIZON	1,897.68	6,075.23	49,600.00	(87.75)%
56500 RENT - HARBOR LEASE	0.00	0.00	5,200.00	100.00)%
56550 RENT - PG& E	0.00	0.00	10,000.00	100.00)%
56650 RENT - SUDDENLINK	0.00	1,675.35	6,500.00	(74.23)%
56700 RENT - TOWN HALL	440.00	940.00	6,500.00	(85.54)%
Total Revenue	19,063.58	45,418.29	841,950.00	(94.61)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 9/1/2018 Through 9/30/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	200.00	600.00	3,500.00	82.86%
61000	EMPLOYEE GROSS WAGE	9,815.65	25,640.49	126,315.00	79.70%
61470	FRINGE BENEFITS	46.16	138.48	0.00	0.00%
65100	DEFERRED RETIREMENT	953.66	2,860.97	15,158.00	81.13%
65200	MEDICAL INSURANCE AND EXPENSE	1,962.43	4,065.01	25,940.00	84.33%
65250	Health Savings Program	9.13	252.39	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	4,831.75	4,737.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	37.80	279.58	500.00	44.08%
65600	PAYROLL TAX	933.90	2,233.93	10,823.00	79.36%
65800	Grant Payroll Allocation	(1,785.49)	(2,196.13)	(5,500.00)	60.07%
68090	CRIME BOND	0.00	487.50	500.00	2.50%
68200	INSURANCE - LIABILITY	0.00	11,818.30	12,400.00	4.69%
68300	PROPERTY & CASUALTY	0.00	4,486.95	4,800.00	6.52%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	10,000.00	100.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	3,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	6,694.69	24,470.17	51,000.00	52.02%
71410	BLDG INSPECTOR-ADMIN TASKS	286.54	1,368.84	7,000.00	80.45%
71510	ACCOUNTANT-ADMIN TASKS	941.07	3,056.76	15,000.00	79.62%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	14,500.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
72100	BAD DEBTS	0.00	750.00	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	70.00	172.00	3,000.00	94.27%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	2,250.00	9,000.00	75.00%
75180	UTILITIES	738.80	3,765.42	8,250.00	54.36%
75190	DUES & MEMBERSHIP	0.00	0.00	750.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	375.00	2,299.90	4,000.00	42.50%
75220	OFFICE SUPPLIES & EXPENSE	238.68	1,007.31	6,500.00	84.50%
75240	BANK CHARGES	15.00	25.00	200.00	87.50%
75280	TRAINING / EDUCATION	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	172.61	497.71	1,800.00	72.35%
76130	CABLE & INTERNET SERVICE	215.88	643.66	3,500.00	81.61%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	73.50	500.00	85.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
	Total Expense	22,671.51	96,379.49	375,673.00	74.34%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 9/1/2018 Through 9/30/2018

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	430.72	1,038.40	5,656.00	81.64%
65100	DEFERRED RETIREMENT	36.74	110.22	679.00	83.77%
65200	MEDICAL INSURANCE AND EXPENSE	47.66	48.14	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	35.95	88.42	485.00	81.77%
75170	RENT	750.00	2,250.00	9,000.00	75.00%
75180	UTILITIES	121.07	316.15	2,000.00	84.19%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	245,000.00	100.00%
75350	ANIMAL CONTROL	120.00	360.00	1,500.00	76.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	93.92	274.28	1,200.00	77.14%
	Total Expense	<u>1,636.06</u>	<u>4,701.87</u>	<u>266,482.00</u>	<u>98.24%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 9/1/2018 Through 9/30/2018

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	450.00	1,800.00	75.00%
75180	UTILITIES	50.41	102.68	550.00	81.33%
75190	DUES & MEMBERSHIP	0.00	144.00	250.00	42.40%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
76110	TELEPHONE	67.79	184.56	1,000.00	81.54%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	40.72	40.72	350.00	88.37%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	486.12	2,102.99	5,000.00	57.94%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>795.04</u>	<u>3,024.95</u>	<u>17,350.00</u>	<u>82.57%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 9/1/2018 Through 9/30/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	6,299.15	19,259.10	93,517.00	79.41%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	713.58	2,269.88	11,222.00	79.77%
65200	MEDICAL INSURANCE AND EXPENSE	2,884.50	8,742.50	44,584.00	80.39%
65250	Health Savings Program	19.63	580.89	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	43.36	43.36	0.00	0.00%
65600	PAYROLL TAX	487.83	1,670.21	8,013.00	79.16%
65800	Grant Payroll Allocation	(8,464.56)	(20,547.77)	(75,500.00)	72.78%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	949.25	10,000.00	90.51%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	3,000.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	2,500.00	100.00%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	450.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	8,965.15	3,000.00	(198.84)%
78120	STREET LIGHTING	348.31	1,087.40	4,500.00	75.84%
78130	TRAIL MAINTENANCE	0.00	494.46	3,500.00	85.87%
78140	VEHICLE FUEL & OIL	295.05	748.20	4,000.00	81.30%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	384.00	2,452.44	15,000.00	83.65%
78170	SECURITY SYSTEM	0.00	106.50	500.00	78.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	100.76	1,514.83	6,000.00	74.75%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79120	WATER PLANT CHEMICALS	0.00	6.81	0.00	0.00%
	Total Expense	3,111.61	31,930.29	166,793.00	80.86%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 9/1/2018 Through 9/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	764.55	764.55	6,200.00	(87.67)%
	Total Revenue	764.55	764.55	16,700.00	(95.42)%
	Expense				
61000	EMPLOYEE GROSS WAGE	682.08	2,285.60	12,089.00	81.09%
65100	DEFERRED RETIREMENT	72.62	265.00	1,451.00	81.74%
65200	MEDICAL INSURANCE AND EXPENSE	216.34	710.28	5,348.00	86.72%
65250	Health Savings Program	3.48	94.44	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	12.23	12.23	0.00	0.00%
65600	PAYROLL TAX	44.76	180.69	1,036.00	82.56%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	Total Expense	1,031.51	4,007.21	22,074.00	81.85%
	Net Income	(266.96)	(3,242.66)	(5,374.00)	(39.66)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 9/1/2018 Through 9/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	8,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	2,000.00	(100.00)%
57100	WATER SALES	25,093.01	85,322.31	315,000.00	(72.91)%
57200	Water Sales - Wholesale	0.00	1,920.00	5,000.00	(61.60)%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	781.21	1,409.91	1,000.00	40.99%
	Total Revenue	25,874.22	88,652.22	332,000.00	(73.30)%
Expense					
61000	EMPLOYEE GROSS WAGE	7,204.34	20,877.11	103,994.00	79.92%
61250	OVERTIME	0.00	0.00	501.00	100.00%
65100	DEFERRED RETIREMENT	788.70	2,430.59	12,479.00	80.52%
65200	MEDICAL INSURANCE AND EXPENSE	2,684.54	7,947.80	42,412.00	81.26%
65250	Health Savings Program	23.39	634.17	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,977.98	3,900.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	44.47	44.47	0.00	0.00%
65600	PAYROLL TAX	555.08	1,674.55	8,910.00	81.21%
68090	CRIME BOND	0.00	262.50	300.00	12.50%
68200	INSURANCE - LIABILITY	0.00	6,363.70	6,650.00	4.31%
68300	PROPERTY & CASUALTY	0.00	2,416.05	2,625.00	7.96%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71240	CONSTRUCTION	28,084.25	28,084.25	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	506.73	1,645.94	6,700.00	75.43%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,000.00	100.00%
72100	BAD DEBTS	0.00	268.00	350.00	23.43%
75180	UTILITIES	1,288.95	2,629.72	13,500.00	80.52%
75190	DUES & MEMBERSHIP	0.00	0.00	1,500.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	35.00	35.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	210.00	3,000.00	93.00%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	125.00	1,000.00	87.50%
75300	CONTRACTED SERVICES	0.00	0.00	6,000.00	100.00%
76110	TELEPHONE	161.22	466.03	1,800.00	74.11%
76130	CABLE & INTERNET SERVICE	61.95	185.85	750.00	75.22%
76160	LICENSES & FEES	0.00	0.00	4,500.00	100.00%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	50.47	259.56	1,500.00	82.70%
78150	VEHICLE REPAIRS	0.00	4,196.02	2,000.00	(109.80)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
78170	SECURITY SYSTEM	0.00	76.50	500.00	84.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	49.35	345.87	6,000.00	94.24%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	120.00	1,000.00	88.00%
79100	WATER LAB FEES	420.00	1,060.00	4,000.00	73.50%
79120	WATER PLANT CHEMICALS	1,213.09	2,432.30	7,500.00	67.57%
79130	WATER LINE HOOK-UPS	0.00	0.00	1,000.00	100.00%
79150	WATER LINE REPAIR	0.00	0.00	68,000.00	100.00%
79160	WATER PLANT REPAIR	1,253.11	1,253.11	6,000.00	79.11%
	Total Expense	44,424.64	90,042.07	333,071.00	72.97%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 9/1/2018 Through 9/30/2018

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Net Income	(18,550.42)	(1,389.85)	(1,071.00)	29.77%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 9/1/2018 Through 9/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	200.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	2,152.50	6,000.00	(64.13)%
	Total Revenue	0.00	2,152.50	6,200.00	(65.28)%
	Expense				
61000	EMPLOYEE GROSS WAGE	765.04	2,676.22	13,205.00	79.73%
65100	DEFERRED RETIREMENT	82.58	311.92	1,585.00	80.32%
65200	MEDICAL INSURANCE AND EXPENSE	240.49	808.25	5,747.00	85.94%
65250	Health Savings Program	4.37	118.11	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	504.96	495.00	(2.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	11.12	11.12	0.00	0.00%
65600	PAYROLL TAX	52.70	214.41	1,131.00	81.04%
75180	UTILITIES	45.23	135.69	750.00	81.91%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	1,201.53	4,780.68	23,413.00	79.58%
	Net Income	(1,201.53)	(2,628.18)	(17,213.00)	(84.73)%



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

3. Law Enforcement Report October 2018

TRINIDAD CITY HALL

MAYOR

P.O. Box 390

CLERK

409 Trinity Street

Trinidad, CA 95570

(707) 677-0223

JULIE FULKERSON,

GABRIEL ADAMS, CITY



LAW ENFORCEMENT ACTIVITY REPORT

October 2018

Submitted by Deputy Luke Mathieson

- Numerous citizen contacts.
- Regular patrols at Hidden Creek. Continuing to address the problems within the park, and complaints of drug dealing.
- Conducted numerous vehicle investigations, addressing subjects camping in their vehicles.
- Worked with casino regarding ongoing issues and locating/arresting wanted persons.
- Conducted regular patrols for subject(s) sleeping at night outside of the library and wooded area surrounding Scenic Drive.
- Addressed numerous pan handlers. Provided them information for resources.
- Conducted numerous traffic enforcement stops, multiple warning and citations issued.
- Assisted Code Enforcement conduct investigation on two separate residence off Westhaven Drive.
- Taught an Active Shooter/Active Assailant Class at Trinidad Elementary School.
- Investigated an Adult Protective Services cross report for possible financial elder abuse on Berry Lane, allegation were found unfounded.
- Assisted a public member retrieve their lost wallet from Beachcomber Café.
- Recovered a stolen vehicle at Cher Heights Casino, no suspect.
- Investigated a petty theft at Murphy's Market, investigation ongoing.
- Responded to the report of "shots heard" at the corner of Westhaven Drive and Frontage Road. Area was searched, nothing was heard, and its unknown who was responsible.
- Multiple reports of illegal trespassing along Frontage Road. Regular foot patrols were conducted and multiple homeless advised of trespassing and moved along.

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 10/1/2018 and 10/7/2018

10/09/2018

Date	Inc #	Type	Time	Location	Dispositio
10/01/2018	1810010021	CUST	07:22:06	199 N WESTHAVEN DR	Pending Recontact From Rp
10/01/2018	1810010025	415	07:41:11	199 N WESTHAVEN DR	Clear Call Cad Documentation
10/01/2018	1810010088	XFER	13:11:51	(UNKNOWN ADDRESS)	Duplicate Call
10/01/2018	1810010139	WELF	19:15:57	SCENIC DR/MAIN ST	Unable to Locate
10/01/2018	1810010142	FP	19:25:16	380 JANIS CT	Warned
10/01/2018	1810010149	UNW	20:54:57	389 MAIN ST	Clear Call Cad Documentation
10/01/2018	1810010157	911H	23:32:55	821 2ND AVE	Clear Call Cad Documentation
10/02/2018	1810020003	PARK	01:19:35	800 EDWARDS ST	Cite
10/02/2018	1810020054	VEHI	12:23:58	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
10/02/2018	1810020090	911H	15:48:16	PARKER CREEK DR/VIEW AVE	Accidental Dial
10/02/2018	1810020096	CIVS	16:21:31	923 PATRICKS POINT DR	Negative Service
10/02/2018	1810020108	AVA	18:46:33	(UNKNOWN ADDRESS)	Mark For Abatement
10/02/2018	1810020124	602	20:07:51	380 JANIS CT	Gone On Arrival
10/02/2018	1810020134	DISABLE	21:13:05	.STATE HWY 101 MM91.6	Clear Unoccupied
10/03/2018	1810030039	PED	08:57:32	(UNKNOWN ADDRESS)	Field Interview
10/03/2018	1810030040	PROPL	09:02:14	428 7TH AVE	Mail In Report
10/03/2018	1810030041	EVIC	09:05:59	199 N WESTHAVEN DR	Good Service
10/03/2018	1810030043	FU	09:15:51	199 N WESTHAVEN DR	Clear Call Cad Documentation
10/03/2018	1810030062	VEHI	11:46:02	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
10/03/2018	1810030073	PED	13:41:54	200 N WESTHAVEN DR	Clear Call Cad Documentation
10/03/2018	1810030130	20002	20:08:54	389 MAIN ST	Report Taken
10/04/2018	1810040042	INV	08:59:18	27 SCENIC DR	Clear Call Cad Documentation
10/04/2018	1810040046	FU	09:24:21	27 SCENIC DR	Clear Call Cad Documentation
10/04/2018	1810040110	459	14:17:53	824 SCENIC DR	Report Taken
10/04/2018	1810040131	SAR	16:26:32	222 ROUNDHOUSE CREEK RD	Cancel Per Rp
10/04/2018	1810040133	MP	16:34:31	597 OLD WAGON RD	Report Taken
10/04/2018	1810040139	2735	16:59:06	.TRINIDAD	Unable to Locate
10/04/2018	1810040149	UNW	18:12:55	560 EDWARDS ST	Gone On Arrival
10/04/2018	1810040168	601	20:46:30	822 N WESTHAVEN DR	Clear Public Assist
10/04/2018	1810040171	602	21:01:10	1575 FOX FARM	Clear Public Assist
10/05/2018	1810050070	FU	12:10:24	199 N WESTHAVEN DR	Clear Public Assist
10/05/2018	1810050113	XFER	17:24:31	790 EDWARDS ST	Xfer to Medical
10/05/2018	1810050115	XFER	17:32:18	51 MIDWAY DRIVE	Xfer to Medical
10/05/2018	1810050143	20002	20:02:12	27 SCENIC DR	Xfer to CHP
10/06/2018	1810060027	XFER	08:36:34	790 EDWARDS ST	Xfer to Medical
10/06/2018	1810060060	10851R	10:56:20	27 SCENIC DR	Report Taken
10/06/2018	1810060080	488	13:16:50	363 TRINITY ST	Report Taken
10/06/2018	1810060086	FU	14:11:00	27 SCENIC DR	Clear Call Cad Documentation
10/06/2018	1810060114	FU	18:54:33	27 SCENIC DR	Clear Call Cad Documentation
10/07/2018	1810070037	PC	10:09:18	380 JANIS CT	Clear Call Cad Documentation
10/07/2018	1810070049	FP	11:16:26	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
10/07/2018	1810070060	BUS	12:37:16	27 SCENIC DR	Clear Call Cad Documentation
10/07/2018	1810070089	PED	16:29:06	MOONSTONE BEACH RD/SCENIC DR	Clear Call Cad Documentation

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 10/8/2018 and 10/14/2018

10/15/2018

Date	Inc #	Type	Time	Location	Dispositio
10/08/2018	1810080003	SUSPV	00:17:16	3633 PATRICKS POINT DR	Clear Call Cad Documentation
10/08/2018	1810080034	FP	07:41:50	389 MAIN ST	Clear Call Cad Documentation
10/08/2018	1810080080	INV	15:34:56	800 VAN WYCKE ST	No Report
10/08/2018	1810080110	XFER	20:39:13	493 VIEW AVE	Xfer to Fire
10/08/2018	1810080117	33X	22:24:45	101 MAIN ST	Billable Alarm
10/09/2018	1810090004	STAB	00:39:52	.TRINIDAD	Report Taken
10/09/2018	1810090008	FU	01:46:50	480 PATRICKS POINT DR	Clear Call Cad Documentation
10/09/2018	1810090101	CIVIL	15:17:35	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
10/09/2018	1810090102	415	15:19:15	822 N WESTHAVEN DR	Verbal Domestic Violence Onl
10/09/2018	1810090146	415	19:34:03	822 N WESTHAVEN DR	No Assistance Needed
10/10/2018	1810100100	TRF	14:30:47	2900 ANDERSON LN	Cite
10/11/2018	1810110056	TRF	09:50:28	101 MAIN ST	Warned
10/11/2018	1810110066	FP	11:09:47	MAIN ST/SCENIC DR	Field Interview
10/11/2018	1810110069	PED	11:34:36	389 MAIN ST	Arrest Made
10/11/2018	1810110177	STAB	23:35:01	SCENIC DR	Report Taken
10/12/2018	1810120036	415	09:03:45	822 WESTHAVEN DR	Clear Call Cad Documentation
10/12/2018	1810120094	THREAT	17:33:56	382 ROUNDHOUSE CREEK RD	Clear Call Cad Documentation
10/12/2018	1810120097	FU	18:08:48	382 ROUNDHOUSE CREEK RD	Merged Cfs
10/12/2018	1810120108	594	19:26:19	27 SCENIC DR	Report Taken
10/13/2018	1810130002	911H	00:24:53	3535 PATRICKS POINT DR	Accidental Dial
10/13/2018	1810130034	601	09:47:35	659 S WESTHAVEN DR	Clear Public Assist
10/13/2018	1810130067	ADMIN	12:17:18	382 ROUNDHOUSE CREEK RD	Clear Call Cad Documentation
10/13/2018	1810130145	PC	22:26:39	953 OX LN	Clear Call Cad Documentation
10/14/2018	1810140056	VEHI	11:56:23	SCENIC DR/LANFORD RD	Clear Call Cad Documentation

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 10/22/2018 and 10/28/2018

10/29/2018

Date	Inc #	Type	Time	Location	Dispositio
10/22/2018	1810220025	VEHI	09:56:29	SCENIC DR	Mark For Abatement
10/22/2018	1810220036	FP	10:58:26	.DOWNTOWN TRINIDAD	Clear Call Cad Documentation
10/22/2018	1810220047	VEHI	11:58:55	FRONTAGE RD/WESTHAVEN DR	Clear Call Cad Documentation
10/22/2018	1810220076	VEHI	14:45:14	SCENIC DR/MOONSTONE BEAC	Clear Unoccupied
10/22/2018	1810220080	FP	15:12:08	SCENIC DR	Clear Call Cad Documentation
10/22/2018	1810220084	FP	15:21:58	380 JANIS CT	Clear Call Cad Documentation
10/22/2018	1810220087	FRAUD	15:30:06	307 N WESTHAVEN DR	Clear Call Cad Documentation
10/23/2018	1810230057	FU	10:25:29	101 MAIN ST	Clear Call Cad Documentation
10/23/2018	1810230058	PC	10:26:00	753 PATRICKS POINT DR	Clear Call Cad Documentation
10/23/2018	1810230063	459	10:53:07	480 PATRICKS POINT DR	Report Taken
10/23/2018	1810230083	VEHI	12:42:58	SCENIC DR	Field Interview
10/23/2018	1810230089	FU	13:22:35	3602 PATRICKS POINT DR	Clear Call Cad Documentation
10/23/2018	1810230094	VEHI	13:46:26	200 STAGECOACH RD	Call Created in Error
10/23/2018	1810230095	VEHI	13:46:59	200 STAGECOACH RD	Warned
10/23/2018	1810230114	ASSISTP	15:27:36	463 TRINITY ST	Clear Call Cad Documentation
10/23/2018	1810230139	BOLO	17:45:37	.TRINIDAD	Clear Call Cad Documentation
10/23/2018	1810230142	415	18:13:33	822 TE-PAH LN	Verbal Domestic Violence Onl
10/23/2018	1810230146	ASSISTP	18:45:03	.HOUDA POINT	Clear Call Cad Documentation
10/23/2018	1810230153	FIRE	20:37:47	3535 PATRICKS POINT DR	Xfer to Fire
10/23/2018	1810230163	TPAT	21:54:52	.TRINIDAD	Clear Call Cad Documentation
10/24/2018	1810240045	ASSISTA	10:40:01	DRIVER RD	Agency Assist
10/24/2018	1810240056	APS	11:20:31	15 BERRY LN	Report Taken
10/24/2018	1810240089	TRF	13:51:38	1146 DRIVER RD	Clear Call Cad Documentation
10/24/2018	1810240105	FU	15:04:43	300 TRINITY ST	Clear Call Cad Documentation
10/24/2018	1810240118	33X	16:23:31	3822 PATRICKS POINT DR	Billable Alarm
10/24/2018	1810240125	REPO	16:51:34	15 SCENIC DR	Clear Call Cad Documentation
10/24/2018	1810240126	SUSPC	16:52:23	139 LANFORD RD	Clear Call Cad Documentation
10/25/2018	1810250048	FU	09:19:03	15 BERRY LN	Clear Call Cad Documentation
10/25/2018	1810250055	FU	10:07:29	1146 DRIVER RD	Clear Call Cad Documentation
10/25/2018	1810250057	VEHI	10:23:04	SCENIC DR	Field Interview
10/25/2018	1810250062	FU	11:03:12	1170 STAGECOACH RD	Clear Call Cad Documentation
10/26/2018	1810260011	33X	01:12:10	355 MAIN ST	Billable Alarm
10/26/2018	1810260052	UNW	11:10:21	11 OCEANVIEW	Field Interview
10/26/2018	1810260087	XFER	14:30:49	3415 PATRICKS POINT DR	Xfer to Medical
10/26/2018	1810260106	NPROB	15:54:28	199 N WESTHAVEN DR	Clear Call Cad Documentation
10/26/2018	1810260139	WELF	18:52:22	.TRINIDAD STATE BEACH	Referred To Other Agency
10/26/2018	1810260165	XFER	22:38:01	349 STAGECOACH RD	Xfer to Medical
10/27/2018	1810270033	459	08:31:41	687 PATRICKS POINT DR	Mail In Report
10/27/2018	1810270037	SUSPC	09:06:21	771 FERNCREST RD	Mail In Report
10/27/2018	1810270095	INC	14:45:15	COLLEGE COVE PARK	Accidental Dial
10/27/2018	1810270099	FU	15:33:30	.TRINIDAD	Pending Recontact From Rp
10/28/2018	1810280025	VEHI	09:12:19	PATRICKS POINT DR/STAGEC	Clear Unoccupied
10/28/2018	1810280032	VEHI	10:05:36	100 STUMPTOWN RD	Clear Call Cad Documentation
10/28/2018	1810280063	VEHI	13:31:08	.NORTH END OF TRINIDAD F	Pending Recontact From Rp

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 10/22/2018 and 10/28/2018

10/29/2018

Date	Inc #	Type	Time	Location	Dispositio
10/28/2018	1810280066	FP	13:48:21	389 MAIN ST	Clear Call Cad Documentation
10/28/2018	1810280069	BUS	14:04:50	27 SCENIC DR	Clear Call Cad Documentation
10/28/2018	1810280073	459	14:46:46	.STRAWBERRY ROCK	Report Taken

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

Incident Search Results

City is hoopa, Date Between 10/29/2018 and 11/4/2018

11/05/2018

Date	Inc #	Type	Time	Location	Dispositio
10/29/2018	1810290004	VEHI	01:16:04	.HOOPA AIRPORT	Field Interview
10/29/2018	1810290007	33X	04:40:55	12651 STATE HWY 96	Billable Alarm
10/29/2018	1810290091	33X	17:10:22	535 AIRPORT RD	Cancel Per Rp
10/29/2018	1810290095	XFER	17:58:07	STATE HWY 96	Xfer to Fire
10/30/2018	1810300006	UNW	01:03:45	461 PINE CREEK RD	Agency Assist
10/30/2018	1810300022	XFER	04:18:10	TISH TANG RD	Xfer to Medical
10/30/2018	1810300093	PROB	13:34:51	414 MILL CREEK RD	Clear Call Cad Documentation
10/30/2018	1810300154	CWS	20:29:11	75 MARSHALL LN	Report Taken
10/31/2018	1810310098	TRF	16:30:00	LOOP RD/CANNARY	Warned
10/31/2018	1810310115	ASSISTA	18:48:55	.HOOPA	Clear Call Cad Documentation
10/31/2018	1810310124	XFER	20:17:11	BIG HILL/MARHSALL	Xfer to CHP
10/31/2018	1810310126	ASSISTA	20:19:48	BIG HILL RD/MARSHALL LN	Agency Assist
10/31/2018	1810310147	CWS	22:57:48	75 MARSHALL LN	Report Taken
11/01/2018	1811010037	242	09:14:11	(UNKNOWN ADDRESS)	Unable to Locate
11/01/2018	1811010039	5150	10:01:23	5 LOOP RD	Clear Public Assist
11/01/2018	1811010144	JUVU	20:08:17	.HOOPA	Not as Reported
11/01/2018	1811010146	33X	20:20:32	190 LOOP RD	Referred To Other Agency
11/01/2018	1811010165	XFER	22:13:45	COMMUNITY SERVICE RD	Xfer to Medical
11/01/2018	1811010181	CWS	23:18:09	15 TISH TANG RD	Report Taken
11/02/2018	1811020073	OD	12:05:40	.CAL PAC RD	Xfer to Medical
11/02/2018	1811020132	ASSISTP	16:42:25	STATE HWY 96	Supplemental Taken
11/02/2018	1811020177	FU	22:34:06	TISH TANG RD	Unable to Locate
11/02/2018	1811020180	FU	22:45:07	DOOLITTLE RES/TISH TANG	Cite
11/03/2018	1811030001	TRF	00:08:27	STATE HWY 96/HOSTLER FIE	Warned
11/03/2018	1811030003	TRF	00:23:02	.CAL PAC RD	Warned
11/03/2018	1811030047	FS	09:21:12	.BIG ROCK	Clear Call Cad Documentation
11/03/2018	1811030072	FU	12:56:49	STATE HWY 96	Clear Call Cad Documentation
11/03/2018	1811030122	911H	18:06:14	.HOOPA	Clear Call Cad Documentation
11/03/2018	1811030159	TRF	21:17:35	.BIG ROCK RIVER ACCESS	Arrest Made
11/03/2018	1811030170	TRF	23:07:02	STATE HWY 96/SHOEMAKER R	Warned
11/04/2018	1811040004	ASSISTA	00:29:34	STATE HWY 96/TISH TANG R	Agency Assist
11/04/2018	1811040006	XFER	00:42:44	747 MILL CREEK RD	Xfer to Medical
11/04/2018	1811040010	VEHI	01:04:58	STATE HWY 96/LOOP RD	Cite
11/04/2018	1811040009	VEHI	01:47:30	LOOP RD/BEAR RD	Warned
11/04/2018	1811040020	ASSISTA	02:37:19	RICE LN/MARSHALL LN	Cancel Per Rp
11/04/2018	1811040105	ASSISTA	19:38:11	44L HOSTLER FLAT	Agency Assist
11/04/2018	1811040111	XFER	21:03:36	.COMMUNITY SERVICE RD	Xfer to Medical
11/04/2018	1811040112	TRF	21:06:55	(UNKNOWN ADDRESS)	Warned
11/04/2018	1811040116	TRF	21:36:19	STATE HWY 96/ NORTH LOOP	Warned
11/04/2018	1811040119	TRF	21:58:40	TISH TANG RD/AIRPORT RD	Warned
11/04/2018	1811040121	TRF	22:22:04	STATE HWY 96/ N SHOEMAKE	Warned



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Approve a Budget Amendment for Purchase of a 2008 Ford Ranger for Public Works Department

CONSENT AGENDA ITEM

Date: November 14, 2018

Item: Budget Amendment for Public Works Truck Purchase

Summary:

The City's Public Works Department took advantage of an opportunity in October to bid on a 2008 Ford Ranger with 37,000 miles on it that was being sold by the McKinleyville CSD. Staff based our successful bid of \$7,950 on a review of Kelley Blue Book values and searches for comparable vehicles online within 500 miles. These small trucks are the daily drivers for our PWD and the two Rangers the City already owned both have over 100,000 miles on them. This purchase will allow staff to put less miles on our one heavy truck, which gets under 10 mpg and was serving as the primary vehicle for one PWD staff.

The cost for the truck will be allocated between the General Fund (65%) and the Water Fund (35%) as the truck serves both. Staff believe this is a good investment for the City, but this purchase was not planned for in the current budget, and staff recommends the Council authorize a budget amendment to transfer \$2,800 from the Water Reserve Fund into this year's Water Fund Budget and \$5,200 from the City's Capital and Special Project Reserve Fund into this year's Public Works budget.

Staff Recommendation:

- Authorize a budget adjustment to increase the Water Fund Budget with a transfer of \$2,800 from the Water Reserve Fund and to increase the Public Works budget with a transfer of \$5,200 from the Capital and Special Projects Reserve Fund.

Attachment:

- Summary of Comparable vehicle prices

Comps for Truck Purchase - (Summary)

City Purchase: 2008 Ford Ranger XL - 37,000 miles for \$7,950

Kelly Blue Book Range (good Condition) \$7000-8,000

Craigslist Options:

Model	Year	Mileage	Price
XLT	2007	80,087	\$8,995
XL	2007	126,724	\$7,499
XL	2006	125,667	\$5,988

Kelly Blue Book Search - (sorted by price, low to high)

XL	2006	71308	\$7,991
XL	2008	74805	\$7,995
Sport	2007	53,642	\$13,500
XL	2009	40,792	\$9,990

Kelly Blue Book Search, (sorted by lowest mileage)

XL	2010	7,335	\$16,995
Sport	2011	13,022	\$22,499
XL	2011	15,394	\$16,995
XL	2011	25,937	\$15,995



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 12 PAGES

5. Approve Resolution 2018-10 indicating the City's interest in working with the RCEA Pilot Solar Program

CONSENT AGENDA ITEM

Date: November 14, 2018

Item: Consider Approval of Resolution 2018-10 indicating the City's interest in working with the RCEA Pilot Solar Program

Summary:

The Redwood Coast Energy Authority (RCEA) has completed an initial analysis of the potential for the City to install photovoltaic solar panels to offset electricity costs. Their report is attached, and it finds that Town Hall is a likely candidate for a PV solar panel installation, and is likely eligible for a 1% loan program through the California Energy Commission (CEC).

RCEA is providing free expert technical assistance to the City through their Pilot Solar Program. The next step for the City is the approval of Resolution 2018-10, which would indicate to RCEA the Council's desire to keep moving forward but is not a final decision to spend funds or move to construction.

If the Council approves the resolution, RCEA can work with City staff to develop the next steps in the process. In general, the next steps would include:

- Ensuring that the project would comply with CEQA regulations and documenting that the project would comply with the City's General Plan. These two items are part of the funding requirements under the CEC loan program.
- If the project complies with CEQA and the General Plan then the next step would be to secure funding through the CEC.
- If the funding is approved, then the city can pursue building permits and develop bid documents for going to construction.

The real final decision to *borrow* the money and *install* the project is made if, and only if, the City receives and accepts a bid from a qualified contractor that meets the project goals and budget. The City of Trinidad can apply for the CEC loan and even if the loan is approved, the City is not obligated to borrow the money. If bids come in too high or the bidders are not responsive then the City can choose to abandon the project or go to re-bid.

There are no financial obligations for this step in the process. U

Staff Recommendation:

- **Approve Resolution 2018-10 indicating the City's interest in working with the RCEA Pilot Solar Program, and authorize the Mayor to sign.**

Attachments:

- Resolution 2018-10
- RCEA Feasibility Study of PV Solar Options for the City of Trinidad

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2018-10

**A RESOLUTION OF THE CITY OF TRINIDAD INDICATING THE CITY'S INTEREST IN
WORKING WITH THE RCEA PILOT SOLAR PROGRAM**

WHEREAS, the Redwood Coast Energy Authority's Public Agency Solar Program provides technical assistance; and

WHEREAS, the City of Trinidad Authorizes Redwood Coast Energy to apply for technical assistance; and

WHEREAS the City of Trinidad recognizes that the Redwood Coast Energy Authority has limited funds available to provide technical assistance and that priority consideration will be given to those Public Agencies that have a desire and willingness to seek funding to implement feasible recommended energy-efficiency and renewable energy generation measure(s);

NOW, THEREFORE IT BE RESOLVED, that the City of Trinidad is willing to seek funding to implement viable energy-saving or renewable energy generation measure(s) and therefore requests technical and project assistance to identify such measures as may be economically feasible.

BE IT ALSO RESOLVED, that the City Manager is hereby authorized and empowered to execute in the name of the City of Trinidad all necessary documents to implement and carry out the purposes of this resolution.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 14th day of November, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor

Feasibility Study of Solar Photovoltaic Options for the City of Trinidad

September 2018

Executive Summary

The City of Trinidad is working with Redwood Coast Energy Authority's (RCEA) Public Agency Solar Program. As part of that work, RCEA performed an analysis of the energy consumption, efficiency opportunities, and solar photovoltaic installation opportunities at four metered locations controlled by the City of Trinidad including Trinidad Town Hall, Trinidad Civic Club, the Fire Hall, and the Water Treatment Plant. The most promising option would be to install one solar PV array at Town Hall that would offset power from the Civic Club, the Fire Hall and Town Hall. This option would take advantage of PG&E's aggregated net energy metering program known as NEM-2A. RCEA believes that a solar PV installation at Trinidad Town Hall would qualify for loan funding under the California Energy Commissions (CEC) 1% interest loan program for qualified efficiency and renewable energy projects.

A 14 kW DC array installed at Trinidad Town Hall could provide the following benefits:

- Offset of 92% of the annual electricity consumption from Town Hall, Civic Club and Fire Hall
- Offset of 99% of the annual electricity bill from the three accounts
- A simple payback period of 11.3 years
- A Net Present Value of savings of \$53,000 *after loan re-payment*
- Greenhouse gas abatement of 28 metric tons over the life of the project

Table 1 below shows a summary of the costs and benefits of the potential solar PV project at Town Hall.

Table 1 Summary of solar PV project option for the City of Trinidad.

Town Hall PV System Summary	
PV System Size (kW DC)	14.1
Annual Energy Production (kWh)	18,956
Estimated System Cost (\$)	\$49,280
First Year Bill Savings (\$)	\$4,608
Estimated Energy Offset from PV (%)	92%
Estimated Bill Offset from PV (%)	99%
Simple System Payback (Years)	11.34
Discounted System Payback at 5% Discount Rate (Years)	15.7
NPV of Savings at 25 Years at 5% Discount Rate (\$)	\$53,514
Savings to Investment Ratio	1.09
Discounted ROI at 5% Discount Rate (%)	9%
Lifetime Avoided CO₂ emissions (Metric Tons)	28

Introduction

RCEA began working with the City of Trinidad as part of RCEA's Public Agency Solar Program in May of 2018. After an initial kick-off meeting with city staff, RCEA began its analysis of the energy consumption, efficiency opportunities, and solar photovoltaic installation opportunities at four metered locations controlled by the city including Trinidad Town Hall, Trinidad Civic Club, Trinidad Fire Hall, and the Water Treatment Plant.

Electric Load Analysis

RCEA performed an electric load analysis of Trinidad's electric consumption using utility data from the previous 12 months of use covering the period from August 2017 to July 2018. Trinidad receives electric service from PG&E and is enrolled in RCEA's Community Choice Energy program; Town Hall, the Civic Club and the Fire Hall are all on an A-1 time-of-use electric rate. RCEA's and PG&E's electric rates and time-of-use periods used throughout this analysis can be found in **Appendix A** of this document. Table 2 below shows a detailed summary of the annual electric consumption across the four electric meters analyzed in this report.

Table 2 Detailed summary of the City of Trinidad's electric use by metered account.

City of Trinidad Electricity Use Summary							
Site Name	Address	Electric Rate	Total Load (kWh)	Percent of Load (%)	Total Charges (\$)	Percent Charges (%)	Cost/kWh (\$)
Town Hall	409 Trinity St	HA1X	9,714	12%	\$2,132	13%	\$0.22
Civic Club	409 Trinity St	HA1X	10,265	13%	\$2,276	13%	\$0.22
Fire Hall	Trinity St.	HA1X	2,260	3%	\$588	3%	\$0.26
Water Treatment Plant	1313 Westhaven Dr.	HA10SX	59,822	73%	\$12,048	71%	\$0.20
Totals			82,061	100%	\$17,043	100%	\$0.21

Figure 1 below show a visual summary of Trinidad's annual electric bills for four metered locations.

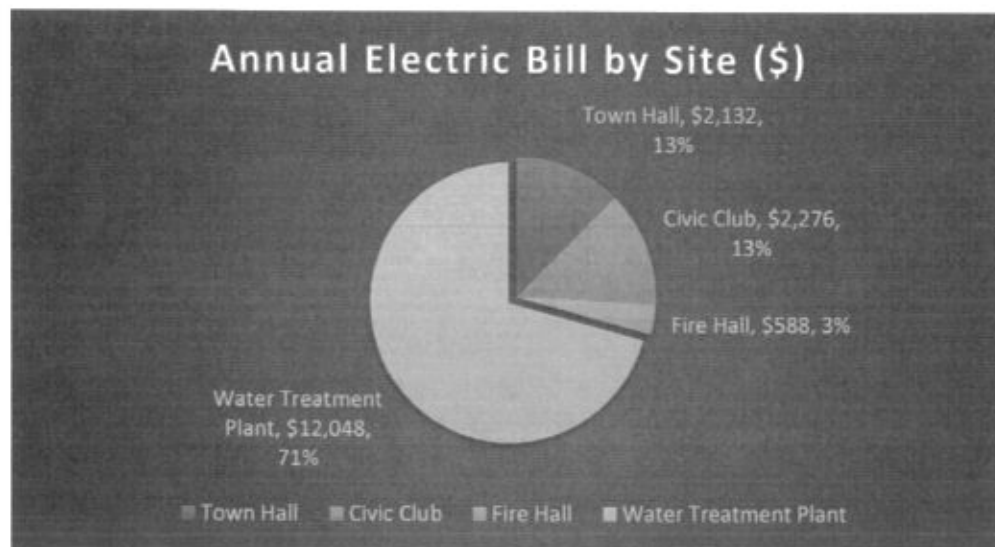


Figure 1 Trinidad's annual electric bill amounts by site.

Town Hall/Civic Club/Fire Hall

There are three electric meters located on or near Trinidad Town Hall that are identified by the following designations: Town Hall, Civic Club, and Fire Hall. Trinidad Town Hall offers the most promising location for a solar PV installation. The roof at Town Hall could be used to install one solar PV array that could offset the electric consumption from all three meters at Town Hall, the Civic Club and the Fire Hall using PG&E's Aggregated Net Energy Metering Program known as NEM-2A. NEM-2A requires that all meters be controlled or owned by one entity and all meters must be on the same parcel or on contiguous parcels. The three meters at or adjacent to Town Hall meet this requirement. Table 3 below shows the annual electric use summary of these three meters.

Table 3 Annual summary of electric use at Trinidad's Town Hall, Civic Club and Fire Hall.

Trinidad Annual Electricity Summary-Town Hall, Civic Club, Fire Hall	
Annual Electric Consumption (kWh)	22,239
Annual Electricity Costs (\$)	\$4,996
Average Electricity Rate (\$/kWh)	\$0.22

Figure 2 below shows the contiguous, city owned parcels that contain the three metered locations included in RCEA's solar site analysis for Trinidad's Town Hall, Civic Club and Fire Hall.



Figure 2 Trinidad Town Hall site map showing contiguous parcels outlined in blue and meter locations marked in red.

Efficiency Opportunities: LED Lighting Upgrade

RCEA performed a lighting efficiency analysis at Town Hall, the Civic Club and the Fire Hall and found that the city of Trinidad could see modest energy and financial savings by upgrading the existing interior T-8 fluorescent lighting to linear LED lighting at the Civic Club. RCEA did not find opportunities for significant savings at Town Hall or the Fire Hall. An LED lighting upgrade could reduce the electrical consumption at the Civic Club by 15%. Table 4 below shows a summary of the available savings from an LED lighting upgrade.

Table 4 RCEA's estimate of savings available from LED lighting upgrade at Trinidad's Civic Club.

Summary of Savings from Lighting Upgrade at Civic Club	
Annual Energy Savings (kWh)	1566
Annual Energy Offset (%)	15%
Annual Bill Savings (\$)	\$330
Monthly Bill Savings (\$)	\$27

Solar Photovoltaic (PV) Site Analysis

RCEA performed a detailed solar site analysis at Trinidad's Town Hall, Civic Club and Fire Hall on July 24, 2018. The Town Hall and Civic Club are housed in a single-story building; the roof has a 7-in-12 pitch (30.5°), the roofing material is composition shingle. The roof is in very good condition; city staff indicated that the existing roof is less than five years old. The south face of the Town Hall roof is oriented 5 degrees west of due south (185°) and has enough open space to host a solar PV array that could offset roughly 90% of the electrical use and 100% of the annual bills for the Town Hall, Civic Club and Fire Hall electric meters combined. A shading analysis was performed using a Solar Pathfinder tool which showed that the total annual shading at this location is less than 2%, making it an ideal solar installation location. California Fire Marshal guidance for solar PV installations require 4' setbacks from gable ends and ridges of the roof. After accounting for shading effects and Fire Marshal setbacks the available area for installation of a solar PV array would be approximately 1,500 square feet. Figure 3 below shows the available area for installation on the roof of Town Hall outlined in blue.

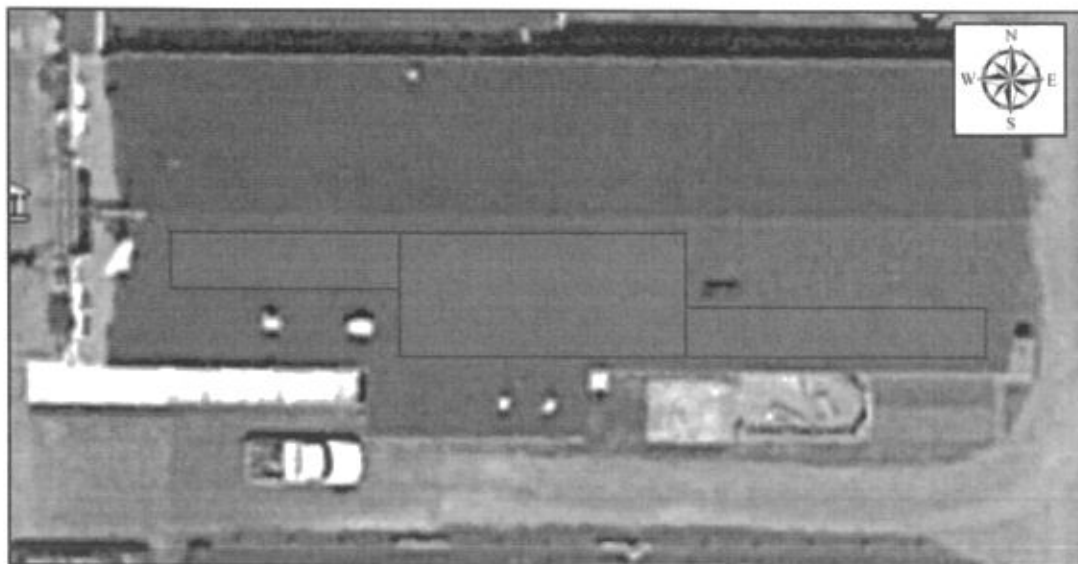


Figure 3 Available roof area for solar PV installation at Trinidad's Town Hall.

Solar Photovoltaic (PV) System Size

RCEA estimates that a 14 kW DC PV array would offset approximately 90% of electric consumption from the Town Hall, Civic Club and Fire Hall meters and 99% of the electric bills after the lighting efficiency work at the Civic Club. The assumptions and inputs used in RCEA's solar PV system sizing calculations can be found in **Appendix B** of this document. Figure 4 below shows the estimated electric usage and solar PV production under the above assumptions.

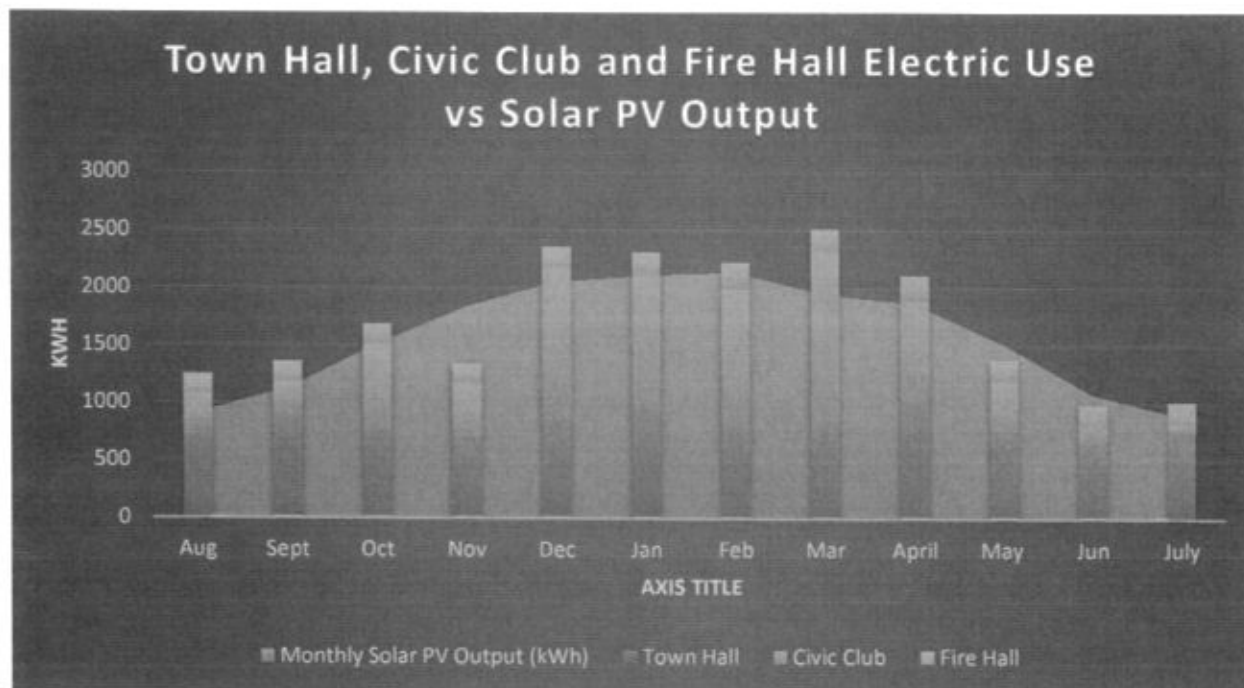


Figure 4 Estimated electric use and solar PV production at Trinidad Town Hall with 14 kW DC solar array.

RCEA's has recent history with solar PV installations for public works projects in California's Proposition 39 program. The average installed price of a PV system, including all labor, materials, engineering, permitting and design has been about \$3.50/DC watt. This would yield a system cost of approximately \$49,000. Table 5 below shows a break-down of the estimated costs for the proposed PV system.

Table 5 Estimated costs for a 14 kW DC solar PV array at Trinidad Town Hall.

PV System Cost Estimate	
PV Modules	\$ 12,320
Inverters	\$ 6,406
Electrical/Structural Balance of Systems	\$ 7,392
Labor	\$ 9,856
Engineering and Design	\$ 4,928
Permitting and Interconnection	\$ 1,478
Overhead and Profit	\$ 6,899
Total Cost	\$ 49,280

Table 6 below shows a summary of the proposed solar PV system including system size, annual production estimate, kilowatt hour offset, and bill offset.

Table 6 PV system summary for proposed array at Trinidad Town Hall.

PV System Summary	
PV System Size (kW DC)	14.08
Estimated System Cost	\$49,280
Annual Energy Production (kWh AC)	18,956
Annual kWh Offset from PV (%)	92%
Annual Bill Offset from PV (%)	99%

Bill Analysis

Any solar PV installation will operate under a Net Energy Metering (NEM) agreement. NEM allows the PV system owner to receive energy credits when the system produces more energy than the building consumes and is charged their normal rates when the PV system produces less energy than the building consumes. RCEA performs a *monthly* “true-up” of generation charges as part of their billing, so energy production credits and debits are reconciled each month. PG&E performs an *annual* “true-up” of transmission and distribution charges that reconciles energy credits and debits on yearly basis. In addition, PG&E assesses meter charges of \$0.32/day per meter, which cannot be offset with solar energy. An estimated annual billing cycle for this potential arrangement at Trinidad Town Hall is shown in figure 5 below.

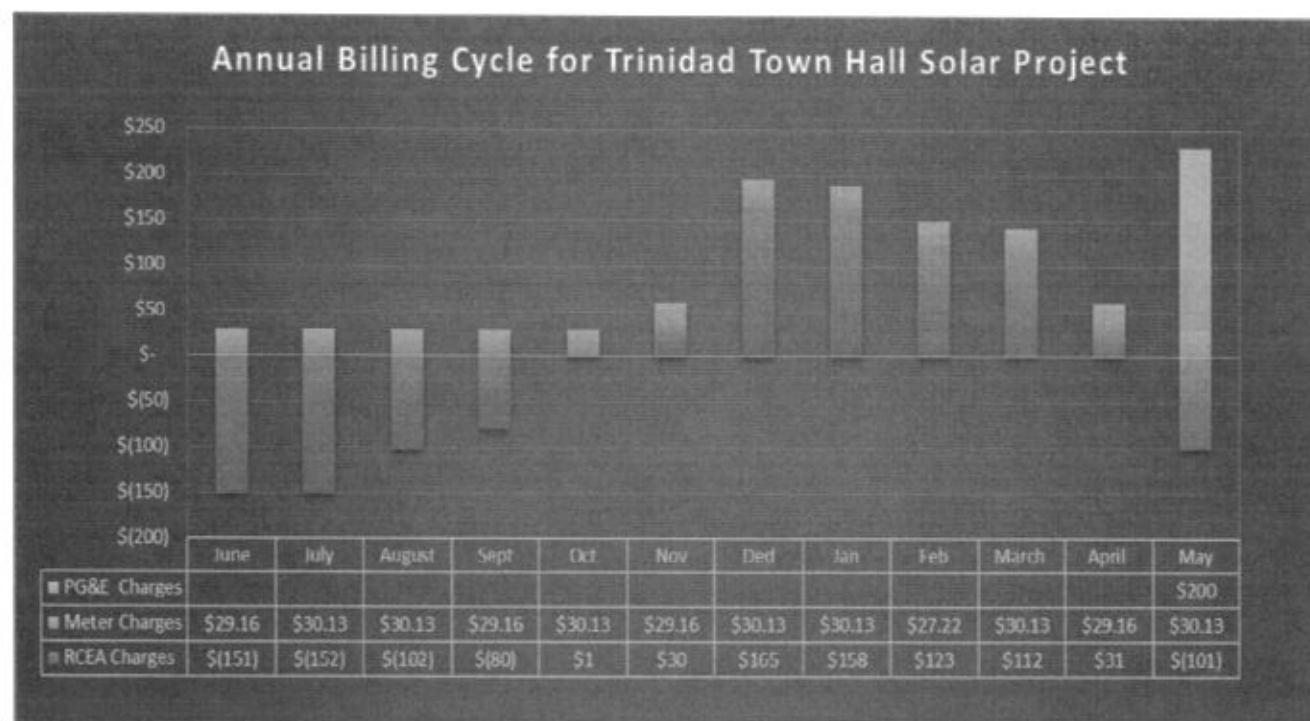


Figure 5 Example of the NEM billing cycle's energy credits and debits for a solar PV project at Town Hall.

Financial Analysis

RCEA performed a financial analysis for the Town Hall solar installation. The assumptions that were used in RCEA's economic modeling can be found in **Appendix C** of this document. Table 7 below shows the results of RCEA's economic analysis of a 14 kW DC solar PV array at Trinidad's Town Hall.

Table 7 Financial analysis of a 14 kW DC solar PV project option at Trinidad Town Hall.

Town Hall PV System Summary	
PV System Size (kW DC)	14.1
Annual Energy Production (kWh)	18,956
Estimated System Cost (\$)	\$49,280
First Year Bill Savings (\$)	\$4,608
Estimated Energy Offset from PV (%)	92%
Estimated Bill Offset from PV (%)	99%
Simple System Payback (Years)	11.34
Discounted System Payback at 5% Discount Rate (Years)	15.7
NPV of Savings at 25 Years (\$)	\$53,514
Savings to Investment Ratio	1.09
Discounted ROI at 5% Discount Rate (%)	9%
Lifetime Avoided CO₂ emissions (Metric Tons)	28

Wastewater Treatment Plant

RCEA performed a preliminary solar site assessment of Trinidad's Water Treatment Plant on July 24, 2018. This initial assessment found that the WTP does not have enough available unshaded area to host a solar PV array. Using a Solar Pathfinder tool at the site revealed that, at the best possible location, the site is shaded 90% of the time. Figure 6 below shows a photo of the Solar Pathfinder with unshaded area outlined in red and an aerial photograph of the city owned parcels at Trinidad's WTP showing limited open space. RCEA will continue to work with the city to identify pump efficiency projects that are eligible for incentives that could reduce the electric load and operating costs at the WTP.

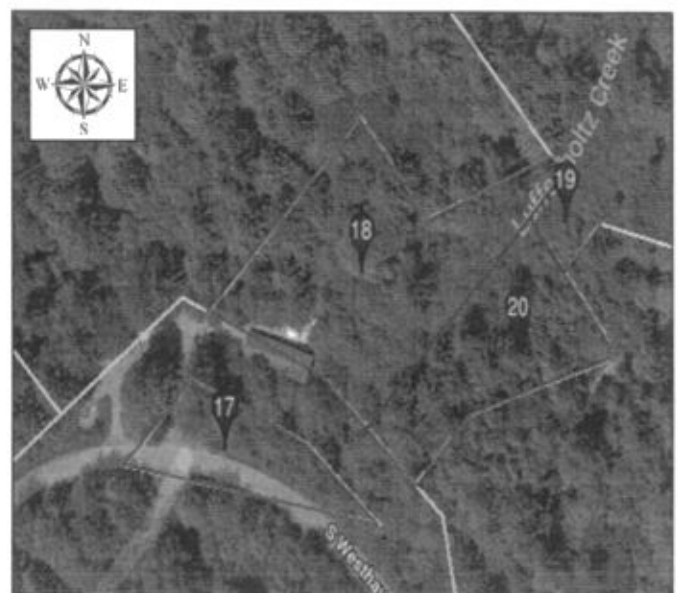


Figure 6 Photo of Solar Pathfinder tool used in shading analysis and aerial imagery of city owned parcels.

Findings

Based on the analysis of the potential project option outlined above, RCEA finds that a solar PV installation at Town Hall is possible and would likely meet all the requirements of the CEC's 1% interest loan program for eligible renewable energy projects. Projects with a simple payback period of less than 17 years are eligible for the 1% interest loan. RCEA's initial assessment indicates that a solar PV installation at the Water Treatment Plant would not be feasible. There is not enough unshaded available area to install a solar PV array at the WTP or at any of the neighboring city owned parcels.

The City of Trinidad could see significant economic benefits from enacting a solar PV installation at Town Hall in conjunction with the lighting efficiency work at the Civic Club. RCEA's analysis of these sites indicates the project would meet the requirements of PG&E's NEM-2A program which allows for the installation of one solar array (at Town Hall) that would offset the electricity from qualified benefitting electric accounts (Town Hall, Civic Club and Fire Hall).

Next Steps

If the City of Trinidad resolves to move forward with a solar PV project, RCEA will be able to prepare the technical documents required of the CEC loan application. The next steps for Trinidad to pursue if this project is to move forward are:

- Secure City approval
- Begin planning, permitting, and basic design
- Prepare CEC 1% loan application with RCEA assistance

Appendices

Appendix A: A-1 electricity rate schedule used for solar PV feasibility analysis.

Table 8 A-1 time-of-use electric rate schedule.

A-1 Time of Use Electric Rates						
Season	PG&E Delivery Rate	RCEA Generation Rate	Total A-1 Rates	Months	Days	Time
Summer Peak	\$0.128210	\$0.135645	\$0.263855	May-Oct	Mon-Fri	12pm-6pm
Summer Part-Peak	\$0.128210	\$0.112704	\$0.240914	May-Oct	Mon-Fri	8:30am-12:00pm AND 6:00pm-9:30pm
Summer Off-Peak	\$0.128210	\$0.086175	\$0.214385	May-Oct	Mon-Fri Sat- Sun	9:30pm-8:30am All Day
Winter Part-Peak	\$0.110270	\$0.112520	\$0.222790	Nov Apr	Mon-Fri	8:30am-9:30pm
Winter Off-Peak	\$0.110270	0.0922276	\$0.110270	Nov Apr	Mon-Fri Sat- Sun	9:30pm-8:30am All Day

Appendix B: Assumptions and inputs used in RCEA's solar PV system sizing.

Table 9 Assumptions and inputs for PV system analysis for the City of Trinidad.

PV System Sizing Inputs	
Array Orientation (Degrees)	185
Array Tilt (Degrees)	30.5
Average Daily Insolation (kWh/m2/day)	4.56
Inverter Efficiency (%)	97%
De-rate Factor (Soiling, Wire Loss, Mismatch) (%)	10%
Shading	0%
Average Operating Cell Temperature (°C)	40
Temperature Coefficient of Power (/°C)	-0.0037
Module DC Rating (Watts)	320
Manufacturer Power Guarantee (%)	98%

Appendix C: Assumptions and inputs used in RCEA's financial analysis.

Table 10 Assumptions and inputs for financial analysis of solar PV installation for the City of Trinidad.

Financial Analysis Assumptions	
Inflation rate	2%
Discount rate	5%
Electricity escalation rate	4%
Added maintenance	0.3%
Annual PV production degradation rate	0.5%
Percentage of electricity cost not due to peak demand	85%
Cost to replace inverter at year 15	\$0.30/watt
System price	\$3.50/watt



CONSENT AGENDA ITEM 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

6. City Manager Hiring Process Summary

CONSENT AGENDA ITEM

Date: November 14, 2018

Item: City Manager Hiring Process Summary

Summary:

The advertising materials and venues for the City Manager position are attached.

This is primarily an information item, but if the Council wishes to provide additional direction or consider revisions to the advertising materials they can consider moving this to the Action Agenda for discussion. The materials on the online ads and on the City website can be relatively easily modified. Staff and Mayor Rotwein developed these materials based on past efforts by the City.

Staff Recommendation:

- **No Action needed. Council can provide additional direction if so desired.**

Attachment:

- City Manager advertising approach, advertisement text, and job description



City of Trinidad

To: **Dan Berman**, City Manager
Date: Tuesday, November 07, 2018
From: Gabriel Adams, City Clerk
Re: **City Manager Job Advertisement – November 2018**

Here is the advertising plan for the City Manager recruitment process:

- **Local posting (3) places:** Post Office, Murphy's Market, Town Hall.
- **City Website:** Post full ad with Job Description until position filled as a City News article on the Home Page.
- **City Email Newsletter:** Included with each meeting notice, beginning Tuesday, November 06.
- **Mad River Union:** 3 weeks beginning with the Wednesday, November 14 edition. **\$120**
- **Lost Coast Outpost:** Weekly through December 11, beginning Monday, November 05. **\$200.**
- **North Coast Journal:** 2 weeks beginning with the Wednesday, November 14 edition. **\$126**
- **Western City Magazine:** Online November 06 through December 06. **\$250**
- **www.jobsavailable.net** : November 13, 2018 edition for a 2-week run. **\$234**

Ad and online documents attached.

Gabriel Adams
Trinidad City Clerk
707.677.0223

CITY MANAGER

CITY OF TRINIDAD



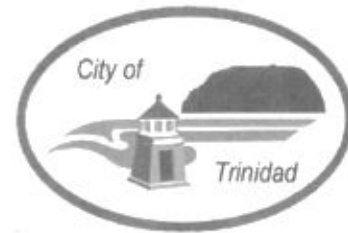
The City of Trinidad seeks a city manager with strong skills in public finance and budgeting, grant oversight and contract administration.

Applicants must submit a letter of interest, a current resume and three professional references. Filing deadline is 2:00 p.m. on Tuesday, December 11, 2018.

Additional information can be found on the City's website at www.trinidad.ca.gov

CITY MANAGER

CITY OF TRINIDAD



The City of Trinidad seeks a city manager with strong skills in public finance and budgeting, grant oversight and contract administration to manage city operations, including streets, parks, water, and cemetery operations.

Located on the beautiful northwest coast of California, Trinidad is a fishing village with a natural harbor and is one of the first incorporated cities in CA. Although Trinidad is one of the smallest incorporated cities in the State, it faces many of the same challenges as larger cities.

The City has a staff of 7 including the City Manager. Planning and Engineering are under contract to professional consultants, and law enforcement services are provided under contract with the County Sheriff. The City owns and operates a small public water system. This is an excellent opportunity for an individual with city management experience and proven ability to work effectively with individuals with strong and sometimes competing interests. The total salary and benefit package is negotiable. The City is not a PERS agency.

Applicants must submit a letter of interest, a current resume and three professional references.

Apply by 2:00 p.m. on Tuesday, December 11, 2018 to City of Trinidad

Mail to: City of Trinidad, P.O. Box 390, Trinidad, CA., 95570

Deliver to: 409 Trinity Street, Trinidad, CA

Email to: cityclerk@trinidad.ca.gov

Additional information can be found on the City's website at www.trinidad.ca.gov

CITY of TRINIDAD, CALIFORNIA

JOB DESCRIPTION & EVALUATION

CITY MANAGER

POSITION SUMMARY

The CITY MANAGER is the chief administrative officer of the City and is responsible to the City Council for the effective administration of all affairs of the City. The City Manager attends all meeting and sessions of the City Council; recommends for adoption by the City Council such measures as deemed necessary or expedient; ensures that all laws, ordinances, and policies of the City Council are faithfully executed; prepares and submits to the City Council such reports as may be required by that body and as she or he may deem advisable to submit; keeps the Council and the community fully advised of the financial condition of the City and prepares a preliminary annual budget for consideration by the City Council. The City Manager shall generally be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the Trinidad Employee Policies and Procedures Manual.

QUALIFICATIONS

Minimum Education and Experience: BA or BS from accredited college, or demonstrated equivalent in work experience.

Preferred Education and Experience: MA or MS from accredited college, or 3-5 years management experience in a public agency.

Licenses and Certificates: Valid California Driver's License, or the ability to get one if relocating.

Other Considerations:

1. Demonstrated ability to work under minimal direction;
2. Understanding of city management principles and practices;
3. Experience and understanding of municipal finance management;
4. Experience and understanding in general grantsmanship and the management and implementation of State and Federal grants programs;
5. Flexibility in work scheduling and the ability to periodically attend pre- or post-business hour meetings;
6. Strong public relations skills.

POSITION RESPONSIBILITIES

The CITY MANAGER will be expected to divide his/her time between the following primary functions:

1. Day-to-day management of the City;
2. Fostering and maintaining Public Relations;
3. Interaction with and support of the City Council;
4. Fiscal management, *regular City budget*;
5. Fiscal management, *Grants and Capital Improvement Projects*;
6. Management of Personnel and the City's contracted services.

Due to the fact that there are very few employees in Trinidad, and contract services need to be managed in terms of time and costs, the CITY MANAGER has a flexible position that is required to perform other tasks as needed.

Following is a listing of duties that are representative of the CITY MANAGER's job responsibilities:

1. Day-to-day management of the City:

- 1.1 Maintain a balance of contact with Council, staff, and public;
- 1.2 Recommend to Council and maintain staffing levels to ensure timely administration of city responsibilities;
- 1.3 Maintain City compliance with all statutory requirements and procedures;
- 1.4 Represent the City with County, State, and other agencies;
- 1.5 Enforce City ordinances in a timely and fair manner, using the Sheriff, Attorney, Planner and Planning Commission, and other resources as necessary;
- 1.6 Coordinate with legal counsel on legal issues and litigation;
- 1.7 Establish office hours and regular staff meetings:
 - a. Provide posted office hours that allow "open" times for public input, and "closed" times committed to city business;
 - b. Schedule (minimum) monthly staff meetings.

2. Fostering and Maintaining Public Relations:

- 2.1 Develop positive relationships with City residents by managing a process that tracks comments, complaints, and appeals, that is timely and available online or by other modes as requested by residents;
- 2.2 Respond to inquiries from the public, media and government agencies in a manner that is professional, accurate, and timely;
- 2.3 Author varied City correspondence in appropriate and professional manner.

3. Interaction with and support of the City Council:

- 3.1 The City Manager works for the City Council, with formal direction provided by City Council policy votes, but consults with individual Council Members as needed; Council Members' opinions are advisory, but not required for action unless a Council majority approves; the City Manager will maintain a record of Council Members' formal requests and Manager's timely responses;
- 3.2 Work with the Mayor and/or Mayor-Pro-Tem when available, to set meeting agendas, reports, and packets;
- 3.3 City Manager and City Clerk will attend City Council meetings, as well as other staff needed to clarify discussion of agenda items.
- 3.4 At Council meetings, the City Manager will provide:
 - c. Oral presentations for agenda items in a manner that provides Council adequate information to make informed votes.
 - d. Written recommendations for agenda items, as well as reports on topics including, but not limited to, financial reports, grant activities, projects, capital improvement, staffing, public relations, legal matters and Council-requested items.
- 3.5 Keep the Council informed of required actions with ample time to implement, including 1st and 2nd readings of proposed changes to City code, permits, and grant applications.
- 3.6 Perform a variety of administrative research and technical assignments;
- 3.7 Request approval for vacation from Mayor or designee at least 4 weeks in advance.

4. Fiscal management, *regular City budget*

- 4.1 Prepare and maintain a budget that complies with legal requirements and in a manner that projects expenditures and revenue two years ahead;
- 4.2 Report monthly and quarterly on City's financial status, including all expenditures and revenue, both expected and encumbered, with a delay of at most two months after a given Council meeting (where possible);
- 4.3 Oversee contracted accountant: accounts payable, accounts receivable, and payroll;
- 4.4 Oversee payroll and all checks, and represent the City with our insurance carrier;
- 4.5 Make recommendations to the Council, as needed, to keep the budget solvent with ample reserves, including rainy day funds;
- 4.6 Oversee direction of investments and cash-flow management;
- 4.7 Act as principal liaison for preparation of the annual Fiscal Audit;

5. Fiscal management, *Grants and Capital Improvement Projects*

- 5.1 Oversee grants research and application preparation;
- 5.2 Prepare or oversee grants management, including progress and final reports;
- 5.3 Prepare and manage construction or other work contracts;
- 5.4 Prepare or oversee financial reimbursement claims;
- 5.5 Prepare or oversee maintenance of project records.

6. Management of Personnel and the City's contracted services:

- 6.1 Supervise all City employees, including contracted staff;
- 6.2 Maintain personnel records of City staff;
- 6.3 Maintain the Personnel Policies and Procedures Manual, and review every three years, including job descriptions for all employees;
- 6.4 Develop and maintain employee salary schedule that is fiscally sustainable and representative of annual performance evaluations and years of service;
- 6.5 Manage fiscal and work products of contracted services: Legal, Planning, Engineering, Building Services, Accounting, Auditing, or other services as needed.

The preceding description of position duties is not all-inclusive. The CITY MANAGER must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the City.

SUPERVISION AND AUTHORITY

The City Manager is employed, under contract, by the City of Trinidad. The City Manager serves at the pleasure of the City Council and is directly supervised by the City Council of the City of Trinidad.

The City Manager is generally authorized by the City Council to carry out the Council's policies, including the annually adopted budget.

PERFORMANCE REVIEW

The performance of the City Manager will be reviewed quarterly. The content of these reviews will be the basis of salary adjustments, contract changes, or contract extensions. The reviews will be based on the City Council's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The City Manager is a contract employee. The salary and benefits included in the contract will be approved after a process of negotiation. A benefits package will be part of the negotiation.

The City Manager position is currently a 75% position (30 hrs/wk).

This job description may be amended from time to time to meet the changing needs of the City.

The City of Trinidad is an Affirmative Action/Equal Opportunity employer. Qualified women, minorities, disabled veterans, and physically challenged persons are strongly encouraged to apply.



CONSENT AGENDA ITEM 7

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

7. Authorize Consultant Agreement with ADH Environmental for Storm Water Project Monitoring Tasks

CONSENT AGENDA ITEM

Date: October 14, 2018

Item: AUTHORIZE CONSULTANT AGREEMENT FOR STORM WATER PROJECT MONITORING TASKS

Summary:

The Storm Water Management Improvement Project Grant Agreement No. D1712652 providing \$4,832,981 in grant funds was executed on October 26, 2018 by the State Water Resources Control Board (SWRCB). Next steps for the project include entering into consultant agreements for services for water quality monitoring, and project design. Staff recommends entering into agreements for services with ADH Environmental for water quality monitoring at this meeting, and with the City Engineer GHD in December for project design tasks.

Background:

This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay Area of Biological Significance or ASBS. Completion of this project will mean the City's coverage under the Municipal Stormwater Separate Sewer (MS4) permit will no longer be required. Earlier phases of the project include construction of stormwater facilities on Trinity and Ocean Streets in 2015 funded by a \$2.5 million Prop 84 ASBS grant, and the recently completed bio-swales East Street and raingarden at Hector Street, funded by an \$885,000 Prop 1 grant from the Ocean Protection Council.

ADH Environmental was selected to provide water quality monitoring services for this project because of their many years of experience with ASBS water quality monitoring, including water quality monitoring for the Phase I Stormwater Project and to meet the requirements of the Ocean Plan and the City's ASBS Compliance Plan.

GHD and ADH were included in the technical and planning team in the City's ASBS Storm Water Project application for the competitively awarded Storm Water Grant Program (SWGP).

The scope of this agreement is both required by, and funded by, the State grant.

Staff Recommendation:

- Authorize the City Manager to enter into an agreement for services with ADH not to exceed \$74,000 for assistance with water quality monitoring planning, implementation and reporting.

Attachments:

- ADH Agreement Scope for Storm Water Project Water Quality Monitoring Services
- ADH Water Quality Monitoring Budget

Exhibit A: SCOPE OF WORK

Agreement City of Trinidad /ADH Environmental For Stormwater Management Improvement Project D1712652

INTRODUCTION

The purpose of this stormwater management improvement project funded through a Storm Water Grant Program Proposition 84 grant is to implement enhancements to the existing stormwater system to capture, treat and infiltrate stormwater runoff from most rainfall events. . This improvement project addresses the City's 30 inch outlet, high threat discharge, ID number TRI032 to the Trinidad Head Area of Special Biological Significance (ASBS). The overall project goal is to eliminate stormwater discharge to the ASBS for storms up to the 100 year event.

This scope of service is for the monitoring portion of the Storm Water Project. Measurement and documentation of the water quality benefits of the project will be achieved through the implementation of a water quality monitoring program consisting of storm water and receiving water. A Quality Assurance Project Plan conforming to the Board's Surface Water Ambient Monitoring Program (SWAMP) will be developed so that all data collected will meet the data quality objectives and formatting required by the SWAMP.

SCOPE OF WORK

Grant Agreement No. D1712652 Exhibit A Scope of Work and A-6. Submittal Schedule are the basis of the scope of work outlined below:

Monitoring/ Performance

Grant Task 2.2 Project Planning and Management, PAEP, Monitoring Plan and QAPP

This Task encompasses project planning and management activities, including development of the Monitoring Plan and Quality Assurance Project Plan (QAPP), assisting with the Project Assessment and Evaluation Plan (PAEP) and coordinating monitoring activities with the project team. The project effectiveness monitoring will consist of the collection of quantitative flow and water quality data on the City's stormwater that is diverted from discharging to the ocean to infiltration in the ground.

The existing Water Quality Monitoring Plan and QAPP for Phase 1 (SWRCB Agreement No. 10-427-550) of the project will be revised to reflect the Project monitoring strategy for water quality.

ADH will provide support for updating the PAEP to reflect the project strategy, as presented in the PAEP table submitted during negotiation of the Grant Agreement. The PAEP will include a summary of project goals, appropriate performance measures to track the project progress, and measurable targets that the City thinks are feasible to meet during the project period.

The Monitoring Plan will include a description of the monitoring program and objectives, types of constituents to be monitored, methodology, the frequency and duration of monitoring, and the

sampling location for the monitoring activities. Project monitoring efforts will be planned and managed in coordination with project partners. Stormwater flows which are not feasible to monitor or sample directly will be quantified as described below.

Task 2.2 Monitoring & Reporting Plan Deliverables and Submittal Dates:

- *Project Assessment and Evaluation Plan (PAEP) - December 20, 2018*
- *Monitoring Plan - January 24, 2019*
- *Quality Assurance Project Plan (QAPP) - January 24, 2019*

Grant Task 2.3 Implement Monitoring Plan

The project intends to use the City's existing quantitative stormwater flow and water quality data from the 2014-2015 wet season as a measure for the pre-project conditions for the portion of the stormwater that the project has diverted from discharging to the ocean to treatment and infiltration. This data was collected for the post-implementation effectiveness monitoring for Phase 1, and will represent what the pre-implementation conditions are for the project for the improvements along Underwood Drive and Upper Edwards Street.

The portion of the City's stormwater runoff which was not monitored for Phase 1 that will be diverted from discharging to the ocean includes lower Edwards Street and parts of Ewing, Galindo and Van Wycke Streets. This diversion will be quantified by calculating the total annual runoff using the drainage area (acres) involved, a runoff coefficient based on permeability, and the total annual rainfall, as recorded by the new Weather Underground station KCATRINI21 on Parker Creek Road. Stormwater runoff water quality data currently being collected by Humboldt State University for their NPDES permit will be used to calculate a pre-project annual pollutant loading for the Marine Laboratory runoff that will no longer be entering the ocean.

The total volume of stormwater and mass of pollutants diverted will be calculated, based on continuous rainfall data that will be recorded, and will represent project effectiveness. Secondly, water quality in the former ocean receiving water location will be monitored and compared to existing pre-project data. Three post-implementation storm events (pre-storm and post-storm) will be monitored in the 2020-2021 wet season to obtain these water quality and rainfall data.

Task 2.3 Deliverables – None for this task; incorporated into Task 2.5

Task 2.4 & 2.5 QA/QC, Data Management and Reporting

Under this task, the monitoring results will be compiled, analyzed and presented in a Draft and Final Water Quality Sampling and Analysis Report. This task will be implemented in accordance with the Quality Assurance and Quality Control (QA/ QC) of monitoring and data laid out in the QAPP. Data collected will be managed and uploaded to the California Environmental Data Exchange Network (CEDEN).

Task 2.5 Deliverables:

- *Water Quality Data Upload to CEDEN - April 30, 2021*
- *Draft Water Quality Sampling and Analysis Report - March 26, 2021*
- *Final Water Quality Sampling and Analysis Report - April 28, 2021*

Exhibit C. City of Trinidad - Storm Water Management Improvement Project D1712652

ADH Environmental Budget for Water Quality Monitoring

Date: November 8, 2018

<i>Task 1.1 :Develop Monitoring Plan and QAPP</i>				\$5,500.00
	Labor	Non-analytical Directs	Analytical	Total
Produce Draft & Final Documents	\$5,500.00	\$0.00	\$0.00	\$5,500.00
<i>Task 1.2: Project Planning & Management</i>				\$3,605.00
	Labor	Non-analytical Directs	Analytical	Total
Project Planning & Management	\$3,560.00	\$45.00	\$0.00	\$3,605.00
<i>Task 2: Implement Post-Construction Monitoring Plan</i>				\$39,185.00
	Labor	Non-analytical Directs	Analytical	Total
Receiving Water Sampling Event 1 ^{a, b, c}	\$3,800.00	\$800.00	\$7,210.00	\$11,810.00
Receiving Water Sampling Event 2 ^{a, b, c}	\$3,800.00	\$800.00	\$7,210.00	\$11,810.00
Receiving Water Sampling Event 3 ^{a, b, c}	\$3,800.00	\$800.00	\$7,210.00	\$11,810.00
Receiving Water Sampling QA/QC ^{b, c}	\$375.00	\$570.00	\$2,810.00	\$3,755.00
<i>Task 3: QA/QC, Data Management and Reporting</i>				\$25,592.00
	Labor	Non-analytical Directs	Analytical	Total
Perform QA/QC data verification & validation	\$7,120.00	\$0.00	\$0.00	\$7,120.00
Produce Draft and Final Reports	\$18,442.00	\$30.00	\$0.00	\$18,472.00
Overall Total = \$73,882				

Footnotes:

a = Includes pre-storm and during-storm sampling events.

b = Analytes include: bacteria, TSS, settleable solids, oil & grease, ammonia, nitrate, total orthophosphate, total metals, PAHs, OP and pyrethroid pesticides, and 3-species toxicity.

c = Includes field QC sampling (field duplicate and field blank; chemistry only, no toxicity).



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Discussion/Decision to Authorize Mayor to Finalize 2018-19 Cell Tower Lease Extension Agreement

TRINIDAD CITY COUNCIL
DISCUSSION / ACTION AGENDA ITEM



Wednesday Nov 14th 2018

Item: Consider Approval of an Amendment to the Existing Lease for the Cellular Communication Facility on Trinidad Head

Verizon has agreed to a lease amendment (Attachment 1) that includes the following terms:

- Extends the existing lease for the Cell Tower on Trinidad Head by one year, to September 1st 2019
- Increases the lease revenue to the City from the current value of approximately \$25,000/yr to approximately \$56,000/yr
- Directs the lessee to proceed with all permitting required to remove the lease facility by the termination date of September 1st 2019
- Provides for a 50% increase in lease rent if the facility is not removed by the lease termination date.

Staff recommends the Council approve this lease amendment and authorize the Mayor to sign. The City Attorney drafted the lease amendment and recommends approval.

Discussion:

The original 20-year lease agreement ended September 2017. The City Council previously approved a one-year extension from Sep 2017 to Sep 2018. Verizon presented arguments to the Council and community last spring requesting additional time to get alternative towers in place to avoid a loss of cellular coverage. The City Council directed staff to explore a possible lease amendment for an additional year, and the City and Verizon have been in negotiations since then. This lease amendment is the culmination of those negotiations.

This facility has been the subject of many community and Council discussions, and the most recent staff report summarizing those issues is attached for reference.

This action is consistent with the Council's intention to terminate the lease and end this use of Trinidad Head by next September.

Financial Implications:

The current budget includes the anticipated revenue from this lease amendment. If the amendment is not approved, City General Fund revenues would be reduced. The

lessee would continue to owe rent (at the original lower rate) until their facilities were removed, so the exact amount is not certain, but at a minimum the City would not receive the approximately \$24,000 increase from the previous rent in this fiscal year and approximately \$8,000 next year.

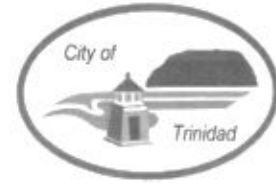
Staff Recommendation:

Staff recommends the Council approve this Amendment to the Trinidad Head Cellular Facilities Lease and authorize the Mayor to sign the amendment on behalf of the City.

Attachments:

1. *Lease Amendment*
2. *Staff Report from April 2018*

TRINIDAD CITY COUNCIL
DISCUSSION / ACTION AGENDA ITEM



Wednesday April 11th 2018

Item: Trinidad Head Cellular Communications Lease

4-11-2018 Update

This item was continued from the Council meeting of 3-28-2018. Council requested additional information about the status, if any, of Verizon efforts to pursue other tower locations, including on Green Diamond Resource Company timberlands.

Additional Information:

The Verizon representative working on this project was unfamiliar with Green Diamond Resource Company and indicated he is not aware of alternative sites under consideration beyond the existing Trinidad Head and Quarry sites. City staff provided a map and contact information.

Verizon was also asked if there are functional 'booster' technologies, where a smaller piece of equipment, potentially on City property like Town Hall or the Fire Station, could work in conjunction with the Quarry site to improve coverage in town. No response has been received at the time of this report preparation.

Staff followed up with Yurok THPO Frankie Myers regarding his statement that Verizon and Green Diamond are working together. He was referring to Verizon and Green Diamond collaboration regarding another cellular site elsewhere in the County (Red Mountain), where a similar discussion has been playing out.

In a recent (2017) County Planning Commission hearing regarding a proposed Verizon tower in upper Westhaven, Verizon reported that Green Diamond was not interested in hosting a cell site, but when the issue was followed up with Green Diamond they responded that they had not been contacted, and they are generally open to the possibility of siting cell towers on their timberland where appropriate.

Cell towers have both a line of sight issue, and a limited range (distance) issue, so staff's understanding is that a tower on Green Diamond timberland above Trinidad would likely have worse issues than the Quarry location, as it would be farther away, while having the same problems for the beaches and other low points where the local topography blocks the line of sight.

AT&T representatives expressed interest in the Trinidad Cemetery, but even if the Council and community were supportive, there is not available space for a facility on that property.

The Trinidad Volunteer Fire Department has contributed a letter (attached) expressing their concern about impacts to public safety if cellular coverage is impacted by the removal of the Trinidad Head site.

Conclusion:

The City informed Verizon about a decade ago that the lease was unlikely to be renewed. Last year the City decided to extend the lease through September 2018 to allow more time for alternatives to be developed.

Staff are concerned about impacts to safety and convenience, but also frustrated that the companies involved have not made more progress in planning for this change.

If the cell companies had a clear plan underway to replace the Trinidad Head site and were requesting an additional year or two to implement it, staff would be supportive of attempting to negotiate a short term extension to ensure coverage was not affected.

In the apparent absence of such a plan, staff recommends the Council reaffirm the September 2018 termination date to emphasize to the cell companies that they need to develop an alternative ASAP.

Staff Recommendation:

Staff recommend the Council reaffirm the September 2018 termination date and encourage the cell companies to keep the City and community informed as to their plans to develop alternative coverage.

(From March 28th meeting)

Background:

Last May the Council considered what to do with the expiring lease for the cellular communications facility on Trinidad Head. (See attached May 10th 2017 staff report)

At that time the lessee, Verizon, indicated that it no longer needed the site to provide adequate cellular coverage for the Trinidad Area. AT&T and Sprint, who sublease space at the site from Verizon, stated that their customers would be significantly affected. The Council decided to extend the lease for one year, and to terminate the lease as of September 2018.

Verizon has since contacted the City requesting that the City reconsider terminating the lease. They are now saying that they do not have adequate replacement coverage for the site, and their cellular coverage in the greater Trinidad area will be significantly affected by the site's removal.

Staff have asked Verizon for coverage maps, test results, and other factual data to support their assertion that removal of the site would negatively affect Trinidad area residents. Verizon will be making a presentation at the meeting and have provided a draft of that presentation which is attached to this staff report.

Discussion:

The following discussion should be read as an update to the attached May 10th 2017 staff report.

Zoning/Permitting

A new cellular facility could not be permitted on Trinidad Head due to the Open Space zoning and the terms of the land transfer from the federal government. However the existing non-conforming use can be continued indefinitely, including repair, maintenance, and replacement, so long as the degree of non-conformity is not expanded. Staff believe the lease could be modified and extended without new permitting.

Coverage

Staff see loss of cell phone coverage as a significant concern for commerce, safety, and convenience of residents and visitors. Functional cellphone coverage is becoming more and more like a modern (private) utility that people rely on, including many who may no longer have 'landlines' at all. While it is not the City's responsibility to ensure cellular coverage in the area, this lease issue is a discretionary decision by the City that could result in a significant coverage loss for City and area residents.

Public information about coverage is limited. Staff have requested detailed information prior to the May 2017 meeting and this meeting, and have received limited and largely qualitative information. The attached draft presentation is basically the extent of information provided to date. It seems to show that during a 'test run' last November,

turning off the Trinidad Head site had a dramatic effect on coverage for Verizon customers.

Lease Value

The City currently receives a total of about \$26,000 annually for the lease. Staff expect that amount would increase significantly (by a factor of 2 to 4, i.e. \$50K to 100K) under a renegotiated lease, but have not pursued detailed real estate negotiations based on the prior decision to terminate.

City Council Options

The Council has a range of options

- 1) Affirm the 2017 decision to terminate the lease in September 2018
- 2) Consider another short-term extension (1-3 years) to provide additional time for the cellular companies to develop alternative facilities
- 3) Consider a longer-term renewal of the lease.

If the Council opts to pursue either a short or long-term extension of the lease beyond this September, the next step would be real estate negotiations on the terms of the lease.

A draft lease would then return to Council for consideration.

SECOND AMENDMENT TO CELL TOWER LEASE

This Second Amendment (hereinafter Amendment) is entered into by and between the City of Trinidad (Lessor) and Sacramento-Valley Limited Partnership d.b.a. Verizon Wireless, successor in interest to Cal-One Cellular (hereinafter Lessee). This Amendment amends both the original Lease entered into on or about or dated April 17, 1997, entitled "Ground Lease" and the First Amendment signed by the parties. This Amendment is effective starting September 1, 2018 even if signed after that date.

Lessor and Lessee agree as follows:

1. **LEASE DOCUMENTS:** The original Ground Lease and First Amendment thereto remain in force and effect except as modified herein by this Amendment. The specific terms of this Amendment shall control over any contradictory terms in the Ground Lease or First Amendment thereto, but all three documents shall constitute the full agreement by and between Lessor and Lessee starting September 1, 2018.
2. **EXTENSION OF LEASE PERIOD AND REQUIREMENT TO VACATE AT THE END OF THE LEASE EXTENSION:** This Amendment shall extend the term of the Lease from September 1, 2018 to September 1, 2019. Lessee shall make sure that it obtains all permits and undertakes all steps necessary to vacate the leasehold no later than September 1, 2019 and to restore the Leasehold as required under the Lease.
3. **PERMITS:** Lessee must obtain proper building permits, planning permits, and CDP permits and any other legally required permits, if any, required as part of the process in vacating the leasehold by September 1, 2019 and restoring the Leasehold as required. Lessee understands that removal of equipment and materials on the Leasehold requires a building permit and Coastal Development Permit from the City of Trinidad. Lessee understands that the application and review period to obtain the foregoing permits can reasonably be expected to take 60 days from the submission of a complete application. Lessee agrees to submit permit applications and associated materials at least 60 days prior to the time Lessee would need to start work on vacating the Leasehold before the end of the Lease by September 1, 2019.
4. **RENT:** Lessee shall pay to Lessor the monthly lease rate of \$3,000 per month, plus 30 percent of any sublease income charged to others, including any subsidiaries, for any use or benefit received from the Leasehold.
5. **HOLDOVER RENT:** If Lessee remains in possession of the Site or any part thereof after the expiration of the term or option term hereof, such occupancy shall be a tenancy at will subject to a 60-day notice to vacate with all the obligations of this Lease applicable to the Lessee and at a monthly rental obligation of One Hundred Fifty Percent (150%) of the per month rental in effect at the time of expiration of the Lease.

6. **VALIDITY/SEVERABILITY:** If any provision of this Agreement is held to be invalid, such invalidity shall not affect the validity or enforceability of any other provision of this Agreement.

7. **ENTIRE AGREEMENT:** The foregoing, including the original Ground Lease and First Amendment thereto, constitute the entire agreement between the parties and supersedes any oral or written representations or agreements that may have been made by either party. Further, Lessee represents that it has relied solely on its own judgment, experience and expertise in entering into this Agreement with Lessor. Lessee represents that it has consulted with independent legal counsel before entering into this Agreement or Lessee acknowledges having been advised to consult with independent legal counsel before entering into this Agreement and has decided to waive such representation and advice, relying on its own judgment, experience and expertise in entering into this Agreement with Lessor.

8. **MODIFICATION:** This Agreement may not be modified except by a written agreement signed by both Lessor and Lessee.

9. **NOT A CONTRACT OF ADHESION:** Lessor and Lessee agree that this Agreement is the result of ongoing negotiations and is the product of legal counsel for both parties and that any ambiguity will be resolved by standard rules of contract interpretation or construction except that any ambiguity shall not be resolved in favor of one party or another simply by claiming this Agreement was drafted by the other party. Instead, any ambiguities shall be decided by all of the other laws and rules regarding contract interpretation or construction.

10. Lessor's mayor agrees that by signing this document he or she agrees that the City of Trinidad's City Council has authorized the City to enter into this Agreement.

11. Lessee's representative agrees that by signing this document he or she agrees that Lessee has authorized him or her to enter into this Agreement.

Dated: _____, 2018

Mayor for Lessor City of Trinidad

Dated: _____, 2018

Authorized representative for Lessee
Sacramento-Valley Limited
Partnership d.b.a. Verizon Wireless,
successor in interest to Cal-One
Cellular

**Sacramento-Valley Limited Partnership
d/b/a Verizon Wireless**

By AirTouch Cellular Inc., Its General Partner

By: 

Name: Michael J Sedlak

Title: Director- Network Field Engineer

Date: 11 | 05 | 18



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 20 PAGES

2. Discussion/Decision regarding City Water Policies.

AGENDA ITEM REPORT

November 14, 2018

Item: Initial Discussion of City Water Policy

This is a major topic that covers many issues, and it will take further study and discussion to resolve. So this is just an initial starting point to provide some background information to start those discussions.

A number of projects and issues are currently coming to the forefront of City business that are all related to water. These include:

- Provision of water to the CAL FIRE station & associated LCP amendment (see next agenda item)
- Trinidad General Plan update and water supply assessment
- Trinidad Rancheria proposed hotel development
- Request(s) for water service from the north Trinidad service area (and an overall uptick in requests for City water)
- Trinidad Accessory Dwelling Unit (ADU) ordinance (this is an older issue, but will be part of the General Plan / Local Coastal Program (LCP) update)
- Stormwater and wastewater infiltration, LID and bluff stability
- Water rate structuring

Current Progress

The City has embarked on a comprehensive water supply assessment. This will address not only capacity, but future demand, both inside and outside the City. The City has tasked the City Engineer with assessing the actual treatment capacity at the water plant, which is different from the theoretical pump capacity, which is yet different from the volume of the City's water right.

The City Planner is assessing build-out potential within City limits and estimating future water demand based on an analysis of past water use. (Overall, water use has decreased per account over the last several years, but some individual water users have had substantial increases.) In addition, the development potential of the City's designated water service area is also being assessed; this is still in the early stages.

Next Steps

In terms of treatment capacity, other important factors could include potential water plant upgrades to increase treatment capacity, as well as an updated assessment of low flows on Luffenholtz Creek. As part of the analysis of the Moss subdivision within the Luffenholtz Creek watershed that the County approved a few years ago, it was determined that Luffenholtz Creek is essentially fully allocated in a dry year in terms of water rights. Therefore, it may be beneficial to review the assumptions and basis for the low flow numbers and update them based on more current information, including

climate change projections. A better assessment of existing water rights may also be beneficial.

For the build-out assessment, we will be breaking up the City's service area into more manageable chunks to assess and prioritize the ability of the City to serve these areas. Another piece of that will include analyzing the advantages and disadvantages to serving and potentially annexing these different areas. These factors include things like costs to provide services, potential revenues from property, sales and TOT taxes, land use control, population increases, etc.

This information will be used for a variety of purposes. Some of the questions the City may want to answer with it include (but are not limited to):

- Can the City allow accessory dwelling units in town (water use is not the only limiting factor for this, but is an important component)?
- How much of the City's water service area can the City actually serve?
- What portions of the service area make the most sense to serve (and potentially annex, since that is generally a requirement of water provision under current regulations)?
- How will these areas be prioritized for water service?
- What process and criteria will be used for future water service requests?

The information and answers to the above questions will be used to create policies within the City's updated General Plan. It will also be used to create and update the City's regulations regarding water service and land use (e.g. ADU ordinance).

Background

For the initial background information, the attachments include the City's existing certified water service policies, which were updated in 1987. Current policies prioritize users within City limits. In general, the City is obligated to reserve enough capacity to serve all users within City limits, including future development on vacant and underutilized parcels. Neither the current nor draft policies provide further prioritization of users within the service area, other than acknowledging that it is limited by the water service capacity.

I have also included the water service section from the current draft of the general plan update. These policies were not included in the most recent update of the draft Circulation Element (2018), because they will need to be updated once we have the water supply assessment completed. I have also included "Development outside of City Limits" section from the current draft of the Land Use Element of the General Plan, which discusses the Sphere of Influence, Service Area and Planning Area. It is likely that the Sphere of Influence and Service Area will change as a result of the water supply assessment. Finally, I have included a map of these various areas.

Attachments

Current General Plan Water Service Policies

Draft (2012) General Plan Water Service Policies

Excerpt from Land Use Element discussing development issues outside of City limits

Draft Figure 3 from the General Plan update (planning area)

Draft Figure 14 from the General Plan update (water service area)

Recommended Action:

Review the attached information and provide input as to what additional background information you want in order to continue this discussion, and provide input on key information and analyses needed as part of the current water supply assessment and other planning efforts.

EXHIBIT "B"

TRINIDAD GENERAL PLAN AMENDMENT

CHAPTER III

Development Options and Preferences

Text to replace existing Water Service section.

Water Service

The City withdraws all municipal water entirely from Luffenholtz Creek. A large trunk line, located along Westhaven Drive, carries the water into the City. All development in the City is connected to the system. Because some of the residences along Westhaven Drive had inadequate wells, the City allowed them to connect to the system.

Prior to improvements in 1987, the Trinidad water system had a storage capacity of 150,000 gallons in a single storage tank. Average monthly raw water production in 1985 was 2,279,000 gallons, with higher demands in the summer months and lower demands during the winter. The total City population in 1985 was 430. At that time, the water system served 268 connections; 176 were within the City limits and 92 were outside the City.

Following system improvements in 1987 under the California Safe Drinking Water Bond Law Program of 1984, the City water system was upgraded in terms of pumping, treatment and storage capacities. With the addition of a second storage tank, storage capacity is currently 300,000 gallons. Production capacity at the pumping station is 150,000 gallons per day, averaged. Maximum "peak period" capacity is 288,000 gallons per day or 200 gallons per minute.

Capacity of the City water system to adequately serve the existing and projected needs of the community has historically been a concern of the City. With the improved system, the City now has the ability to adequately serve existing users.

The California Safe Drinking Water Bond Law Program provided funding for bringing local water systems into compliance with state waterworks standards, but did not provide funding for future capacity. Consequently, the system is designed to adequately service the City, with only a slight capacity margin.

The relationship between the number of new services that can be connected and the capacity of the system is complex and can only be evaluated relative to specific hookup requests. Any proposals for significant increases in water usage should be viewed with caution.

An additional limitation of the system is the available quantity of water from Luffenholtz Creek. Available water is less than

total streamflow due to water rights issues, downstream users and environmental considerations. The 1980 Citizen's Committee found that the theoretical capacity of the Creek is approximately 650 service connections. The Committee recommended the the City allow no more than 400 - 450 service connections without performing specific watershed studies to verify additional capacity.

Water quality of the finished water within the system is currently tested on a regular basis by the City staff, including tests for coliform and turbidity. Results of water testing indicate that City water is in full compliance for bacteriological standards and marginally acceptable for turbidity.

The water system was also substantially upgraded in 1976. However, portions of the system existing before that time are still in use, well beyond their useful life. This points up a problem for the City of Trinidad - the upkeep and timely replacement of water system components. The value of Trinidad's water system is so great that, on an annual replacement system, the annual cost is greater than the City's financial capability.

To begin to resolve this problem, the City must 1) efficiently manage the system; 2) provide efficient operation and maintenance; and 3) have a well-conceived annual repair-replacement program.

Repair and replacement will contribute to water conservation, now hampered by leakages from the system. Water conservation can be further promoted by educating users in water conservation practices.

Service Options

Among the options for the City in providing water services to the community are the following: 1) the City could choose to limit the number of new water service connections; 2) not limit the number of new water connections; or 3) selectively allow new connections based on specified guidelines.

For any service option, the City should consider: how and where the development is to occur; the physical operation of the water system and ultimate capacity of the watershed; the effect of the City's Sphere of Influence; and whether prospective users are within the City limits or outside the limits.

Service Preference

The City chooses to allow connections on a selective basis with preference given first to users within City limits. The City desires to maintain and upgrade its water system as necessary to provide domestic water and fire flows for routine as well as peak demands. Major expansions of trunk lines should be carefully reviewed.

Recommended Policies

22. The City should promote an active on-going water conservation program to help keep user charges as low as possible. City conservation program should extend to upgrading outdated portions of the system to eliminate leakage.
23. The City shall continue to monitor water consumption. In addition, the City should pursue a program to monitor water quality and quantity both within the City system and in Luffenholtz Creek. The City shall implement well-defined, quality programs of operation and maintenance.
- 23a. Users within City limits should be given preference for service connections.
- 23b. The City shall plan on regular maintenance and occasional upgrading of the water system, as feasible. The City shall develop a program to periodically upgrade existing distribution lines to current standards. To keep the City up to date on the condition of the water system, need for improvements, and level of uses, an annual water report shall be prepared and presented to the City Council.
24. In the event of a proposal to expand the City water system, prospective customers shall provide by agreement with the City the necessary funds in whole or in part to defer the cost of system improvements. This policy shall be implemented by provisions of the City Water Ordinance.
- 24a. The City should monitor land-use activities and development projects within the Luffenholtz Creek watershed and oppose those activities and projects which may have adverse impacts on Creek water quality. The City should develop and maintain an on-going and open relationship with landowners within the watershed.
25. The area to the east and southeast of the City on either side of the freeway, where some properties are already connected to the system, should be included in the City service area to allow for additional connections as the system allows.
- 25a. The City should, from time to time, revise its Sphere of Influence to be consistent with the City's water service connections.

In North Trinidad, the unincorporated area north of the City, several commercial developments, visitor accommodations, and residences could benefit from connecting to the City water system. Visitor accommodations have not been able to expand to meet the growing demand because of limited water supplies. If the water system is expanded and a trunk line extended to the north, this development constraint would be altered or removed.

Many residential property owners in North Trinidad recognize that insufficient water supply has preserved the low density rural residential character of the area and they prefer it that way. They see the extension of the the City Water service into the area as an action that would trigger commercial and residential expansion and destroy the rural character of the area.

There is also concern that additional water would overburden septic tanks and increase ground and surface water pollution. Proposals to form a water district to pay for a water service extension have been defeated by a sizeable majority on several occasions.

Service Options

If the water system is expanded, the City could: 1) allow the extension of a major truck line into the North Trinidad area, (2) not allow any extension of water service into North Trinidad, or (3) allow a limited extension.

Service Preference

The continuation, modernization, and expansion of visitor services are important to the economy of the area. The City supports the preference of the residents of North Trinidad that the area west of Patricks Point Drive north of Anderson Lane remain rural residential in character. Therefore, if water service is extended into North Trinidad it should be confined to the visitor service area east of Patricks Point Drive and the commercial area on the west side of Patricks Point Drive south of Anderson Lane.

Recommended Policies

26. The existing commercial area on the west side of Patricks Point Drive south of Anderson Lane, and the area on the east side of Patricks Point Drive south of the Division of Forestry property should be included in the City service limits to allow for future consideration of water service.
- 26a. Water service should not be provided within the North Trinidad Service area until the City system has sufficient capacity. The size of the trunk line into the North Trinidad service area should only be large enough to serve the projected needs of development in the service area.

The City must also consider the conditions under which it will provide water service to areas outside the City. Most cities require that those wishing to connect to City services annex their property. Annexation of residential areas increases property tax revenue and State subventions (such as gas taxes).

requirements to assure that State and federal water quality standards are met. This Program will require accurate and current septic information as part of any development application, including subdivisions. OWTS upgrades may be required based on the proposed development. Uses with large quantities or high strength discharges are subject to more stringent reviews and requirements. Encourage the County to adopt a similar program in the Trinidad-Westhaven area. (LU-1c.8 / CONS-2.6)

CIRC-11.2 Pursue grant funding or the feasibility of a revolving loan program to monitor and implement projects within the City's entire Planning Area to reduce pollution from onsite wastewater treatment systems. Encourage Humboldt County to participate to the maximum extent possible, though projects within the City boundaries are the first priority. Project goals include determining what areas and which onsite wastewater treatment systems are contributing the most pollution and offering financial incentives or other assistance to help landowners fix problems. The City and County should consider the feasibility and desirability of forming a Septic Maintenance District from Trinidad to Moonstone. (LU-9.6.1)

CIRC-11.3 Encourage the County to update its regulations to make the installation of alternative wastewater treatment systems such as wetlands and greywater reuse systems more feasible (CIRC-12.3.3).

5. Water Service

The City of Trinidad operates a municipal water supply system that services the occupied parcels within the City and a number of properties outside City limits. Potable water for the City system is currently supplied from Luffenholtz Creek. The water system includes an infiltration gallery, water treatment plant and several storage tanks. The City also has some unused water rights on Mill Creek.

The Trinidad water system is now serving near its maximum number of metered connections at 323 (as of 2011) both inside and outside of City limits, including Trinidad Rancheria. The flow rate and quality of water is highly dependent on the weather. In the winter the water can be difficult to treat at times due to the high turbidity; the current filtration treatment system can not meet the water quality requirements and occasionally shuts down, resulting in a significant drop in the storage tank levels. Several water treatment issues, including, bacterial contamination, water turbidity and chlorine contact time are important issues that the City needs to address in the near future.

To address current water system needs, the City's engineering firm completed a comprehensive water supply feasibility report in 2003 ("City of Trinidad Proposition 204 Water Supply Feasibility Study" by Winzler and Kelly – September 2003). The City continues to monitor and upgrade the water plant as feasible. Some current characteristics of the City's water plant are as follows:

- There is a limited available water supply based on the flow in Luffenholtz Creek

- Constant monitoring and adjustment of the current filtration system requires the oversight of an operator at all times (little automation.)
- The treatment plant is not able to treat all water at all times due to turbidity. The plant is shut down when treatment requirements cannot be met and storage reserves may not be enough to handle additional hookups or emergency services.
- The treatment system is currently limited by pump capacity to a maximum flow rate of 340 gpm (3 pumps, each 120 gpm).
- Filtration unit is limited to an over-all flow rate of 170 gpm based on state regulations.

The City is currently working on developing plans and obtaining funding to improve the existing water system to address the concerns noted above, particularly because turbidity standards have increased. The City has received a grant to add new turbidity meters and other monitoring equipment along with system controls to meet these new turbidity requirements along with cryptosporidium standards. Other planned improvements will include additional storage, which will provide water for fire suppression in the summer and allow additional settling time in the winter which will decrease the turbidity.

Demand for water is expected to increase due to new development in the Trinidad area in the upcoming years; hence, a plan needs to be developed for this increase in demand. There are several water supply concerns:

- If they have riparian water rights, many property owners in the area outside the City use coastal streams as a water source. However, California Department of Fish and Game is already concerned about shortages in Mill Creek and Luffenholtz.
- Expanding the current water supply at Luffenholtz Creek may be an option, though the watershed is located entirely outside of City limits. The City needs to coordinate with the County to ensure the creek is protected from development.
- In several areas, groundwater supply is highly variable. Wells in the area do not produce enough volume of water to meet the demand. Other concerns include contamination of wells from failed septic systems and use of pesticides and other chemicals.
- Additional water use in the Planning Area may overburden soil capacity septic tanks and increase ground and surface water pollution.
- The Trinidad Rancheria has proposed development plans for a substantial project; they anticipate using the Luffenholtz water supply.

The lack of water has acted as a development constraint along with the use of septic systems. The City previously lost a large amount of its water, approximately 40%, through leaks or unmetered users. A large leak was recently found along the main line in Scenic Drive, which gives the City somewhat more leeway for future water service.

In the past, the City had the ability to hook-up users outside the City along the main water lines, with 101 properties being served outside City limits. However, more recent Local Agency Formation Commission (LAFCO) regulations, the agency in charge of boundary changes, prohibit expansion of services outside jurisdictional lines without requiring annexation. Exceptions may be made in the case of polluted wells or other emergency situations, and/or if the property owner is adjacent to the City and agrees to annexation. Additionally, because Luffenholtz Creek is near capacity, the City must retain water for additional connections and future uses inside the City

Goal CIRC-12: Ensure that the City's water system, supply, and demand are managed for sustainability and the health and needs of users.

Water Policies

CIRC-12.1 Periodically assess the capacity of Luffenholtz Creek to provide domestic water; include variables such as existing and potential riparian rights, groundwater wells, proposed developments, and impacts to water supply due to climactic change. (LU-8.1)

Program CIRC-12.1.1: Prepare an annual water report to be presented to the City Council to keep the City up to date on the condition of the water system, need for improvements, level of use and capacity of the system.

CIRC-12.2 Upgrade the City's water plant to improve efficiency, water quality and storage capacity as funding becomes available. (LU-8.2)

Program CIRC-12.2.1: Develop a program for periodically upgrading existing distribution lines, including fire hydrants to current standards. Top priorities are repairing leaking lines and improving storage capacity at the treatment plant, and installing meters at currently unmetered public or other buildings.

CIRC-12.3 Promote an effective water conservation program to minimize water consumption. Extend the City's conservation program to properties outside the City that are hooked up to the City's water system. Encourage the County and/or Watershed Council to provide water education. Encourage the County to implement a similar program in the Trinidad-Westhaven area. (CONS-4.1)

Program CIRC-12.3.1: Implement a progressive water rate structure to encourage water conservation. Periodically review and amend the water rate structure to ensure that it promotes water conservation. (CONS-4.1.1)

Program CIRC-12.3.2: Adopt a water efficiency landscape ordinance in accordance with AB 1881 and Department of Water Resources (DWR) requirements. (CONS-4.1.2)

Program CIRC-12.3.3: Promote the use of rainwater collection and greywater

systems. Encourage the County to update their regulations to improve opportunities for greywater reuse (/ CIRC-11.3)

CIRC-12.4 If capacity and / or storage is adequate, study the feasibility of forming a Water District that includes the area to the east and southeast of the City on either side of the freeway, where some properties are already connected to the system, to allow for additional connections outside the City, as the system allows. Eventual annexation should be considered. An 'annexation agreement' (agreeing not to object to future annexation) with the City is a minimum requirement for providing any new connections outside of City limits. Areas to the north of the City should be part of such a district if services are to be provided there in the future. (LU-8.3)

CIRC-12.5 The existing commercial area on the west side of Patrick's Point Drive south of Anderson Lane and the area on the east side of Patrick's Point Drive north to the CalFire (CDF) station, should be included in the City service area / water district to allow for future consideration of water service. Annexation, or an annexation agreement, is a requirement for water service expansion, unless it is already part of a services district. (LU-8.4)

CIRC-12.6 Depending on service capacity, the City's Sphere of Influence should be defined to include the City's water service connections, as well as all properties adjacent to the City's trunk line and those properties that are not zoned for timber production within the Luffenholtz and Mill Creek watersheds (refer to Fig. 4). The watersheds are to be included to provide directions and oversight on land use decisions that affect the City's Water Supply, including OWTS management. (LU-7.1)

CIRC-12.7 Consider expanding City services to areas outside City limits only if it can be done without significantly increasing the costs to residents within City limits, or if it is a public health emergency; annexation is a prerequisite for any service expansions. (LU-7.2)

Program CIRC-12.7.1: In the event of a proposal to expand the City water system, prospective customers shall provide the necessary funds in whole or in part to defer the cost of system improvements through an agreement with the City. This policy shall be implemented by provisions of the City Water System Service Ordinance.

CIRC-12.8 Connection to Humboldt Bay Municipal Water District shall not be allowed unless there is a compelling public necessity and only when enforceable measures are included to assure that the general small-town community characteristic of the service area around the City does not adversely change.

CIRC-12.9 Assess the effects of proposed development, such as the Trinidad Rancheria plans and subdivisions, on the reduction flow in Luffenholtz Creek. Address negative impacts or threats to the City's water supply as soon as possible. (LU-9.2.4)

was recently transferred to the Bureau of Land Management (BLM). And that land has now been included in the California Coastal National Monument.

State and Federal agencies may acquire, develop, manage, or dispose of land and make land use decisions. Such activities can have a major effect on local development. Local jurisdictions such as Humboldt County, Trinidad Rancheria, and the Trinidad Union School District also manage land and make land use decisions affecting the City. Figure 2 shows where existing governmental facilities and land holdings are located. It is in the City's best interest to work cooperatively with those agencies that manage land in and around the City to further community goals. The City will seek to acquire any land within City Limits that may be disposed of by an agency if such acquisition will benefit the City.

The property owners in the City have opposed acquisition of residential areas for expansion of HSU's Telonicher Marine Laboratory at the west end of Edwards Street. State properties are exempt from paying property taxes so additional property acquisition by State agencies would also mean a gradual erosion of the City tax base, and it would affect the residential character of the town. Further, Section 30519(b) of the Coastal Act reserves CDP authority over State University lands in the Coastal Zone to the Coastal Commission rather than the local LCP. The Marine Laboratory is an important asset to the community for teaching, research and exhibits and is a partner with the City to achieve marine resource goals, but should not be allowed to reduce the importance of, or adversely affect, the fishing industry or the residential community.

Goal LU-5: Ensure that State owned lands are managed such that they are compatible with, and do not detract from Trinidad's coastal village character.

State and Federally Owned Lands Policies

LU-5.1 Development on lands of Trinidad State Beach and Trinidad School playing field, and any other State properties within City Limits, except the Telonicher Marine Lab, are subject to coastal development permit / design review approval from the City as required by the CA Coastal Act and the City's certified Local Coastal Program. In lieu of individual development proposals, the City may approve an appropriate Management Plan addressing specific future development activity on those lands.

LU-5.2 Work with federal agencies owning and managing property within the City to ensure appropriate consultation and coordination with the City.

D. DEVELOPMENT OUTSIDE OF CITY LIMITS

Land use decisions outside City limits affect the City in a variety of ways. Traffic and upstream pollution or disturbance are good examples. Land use designations differ from City designations in the lands under County jurisdiction surrounding the City. Since the

City's Planning Area is under Humboldt County jurisdiction, the land use categories shown in Figure 4 correspond to the existing Humboldt County General Plan (Framework Plan 1984). Note that these land use designations may change as a result of the current update of the County General Plan. There are four different areas outside the City that have been designated based on their relationship to City Planning.

The first and the smallest of these designations is the Sphere of Influence, which represents the area where the City has the capacity to provide services and that is anticipated to possibly be annexed in the future. The next is the City's Service Area, which is defined as the area that the City currently does and potentially may provide water service. The third, and largest, area is the Planning Area. The Planning Area encompasses those areas that bear a relationship to City land use and planning in terms of resource use, land use, traffic, community, etc. In addition, there is an Urban Limit Line that limits intensive growth, which some of the following policies are based upon.

1. Sphere of Influence

As mandated in Government Code § 56425, "the Local Agency Formation Commission (LAFCO) shall develop and determine the sphere of influence of each governmental agency within the county. Sphere of Influence means a plan for the probable ultimate physical boundaries and services of a local government agency. The Sphere of Influence, after adoption, shall be used by the commission as a factor in making regular decisions on proposals over which it has jurisdiction." The Sphere of Influence boundary will be determined based on the City's "Master Service Element" that indicates capabilities and management of all services provided by the City (or district). A Municipal Service Review for the City of Trinidad was prepared by LAFCO in 2008 without City review. These elements need updating in order to be used to formulate Sphere of Influence boundaries and dictate how and when land is developed around the City. The Sphere of Influence report is to be updated every five years.

The purpose of the Sphere of Influence is to promote orderly, regulated growth that best represents the desires of the community. It is intended to represent the anticipated physical boundaries and service area of the City for the next twenty years. Trinidad adopted a sphere of influence in 1984, but only a very small portion has actually been annexed into City Limits since that time. There has been a strong indicated desire on the part of Trinidad residents to maintain the compact urban form of Trinidad. Some residents outside City limits have also expressed an aversion to being annexed into City limits. Benefits to the City from annexation include additional land use control, and potential increase in property tax revenue. In particular, annexation would allow the City to expand its OWTS program and increase protection of the Trinidad Head ASBS. It has also been suggested that annexation would benefit the City by increasing the population base for running a City government. One of the main advantages to residents of being annexed would be the provision of City services, particularly water. At this time, Trinidad's Sphere of Influence is relatively small. A minimal population growth projected for the City and the adjacent areas as well as the restrictive nature of the land use

policies contained in this Local Coastal Plan will help preserve the community's character.

Goal LU-7: To provide and maintain clear boundaries and policies for considering the future expansion of Trinidad

Sphere of Influence Policies

LU-7.1 Depending on service capacity, define the City's Sphere of Influence to include the City's water service connections, as well as all properties adjacent to the City's trunk line and those properties that are not zoned for timber production within the Luffenholtz and Mill Creek watersheds. The watersheds are to be included to provide direction and oversight on land use decisions that affect the City's Water Supply, including OWTS management. (CIRC-12.6)

LU-7.2 Consider expanding City services to areas outside City limits only if it can be done without significantly increasing the costs to residents within City limits, or if it is a public health emergency; annexation is a prerequisite for any service expansions.

LU-7.3 Consider annexations if it can be proven that they are economically, environmentally, politically or otherwise advantageous to the City.

2. City Service Area

"City Service Area" refers to those areas that will receive all, or a major portion of the urban services (water, police protection, road maintenance, cemetery operation, fire protection, and planning and zoning) that are provided by the City. Of the aforesaid services, water supply and distribution, and the absence of sewage collection and disposal facilities, are the major determinants of the urban form and density of development in the City. Luffenholtz Creek is small, and has only limited capacity to provide additional domestic water. The City's water plant also has limited storage and treatment capacity, but is continually being upgraded as funding allows. The Service Area boundary is based on the areas currently connected to City water. In addition, a commercial area to the north has been included based on potential future need of City water. The Service Area could become a Service District in the future, with greater powers, and separate governing board. Please see the Public Services section of the Circulation Element for additional information.

Goal LU-8: Manage City services to the maximum efficiency and benefit for residents as well as those outside City limits where appropriate.

City Service Area Policies

LU-8.1 The City is responsible for periodically assessing the capacity of Luffenholtz Creek to provide domestic water, including existing and potential riparian

rights and groundwater wells. Upgrades to the City's water plant to improve efficiency, water quality and storage capacity will be completed as funding becomes available.

LU-8.2 If capacity and / or storage is adequate, study the feasibility of forming a Water District that includes the area to the east and southeast of the City on either side of the freeway, where some properties are already connected to the system, to allow for additional connections outside the City, as the system allows. Eventual annexation should be considered. An 'annexation agreement' (agreeing not to object to future annexation) with the City is a minimum requirement for providing any new connections outside of City limits. Areas to the north of the City should be part of such a district if services are to be provided there in the future. (CIRC-12.4)

LU-8.3 The existing commercial area on the west side of Patrick's Point Drive south of Anderson Lane and the area on the east side of Patrick's Point Drive north to the CalFire (CDF) station property should be included in the City service area / water district to allow for future consideration of water service. Annexation, or an annexation agreement, is a requirement for water service expansion, unless it is already part of a services district. (CIRC-12.6)

3. Planning Area

Government Code § 65300 provides that a City consider areas outside the City limits that have a bearing on planning for the City. The City of Trinidad has determined that activity affecting twelve coastal watersheds is the area of critical importance; therefore, it is in the interest of Trinidad to play a more active role in the decision-making processes involving land located within these watersheds, and to include them in the planning area. Trinidad has adopted this watershed based approach to planning due to particular concerns about water supply, pollution, and impacts on coastal resources; activities that occur in the upper watershed can affect downstream resources.

The designated Planning Area delineated in the previous General Plan defines an area in which the City has interests outside of its City limits and its Sphere of Influence boundary. The Planning Area might affect the City in ways such as increased circulation, impacts on water quality, or economic provisions. The designation of a planning area may be in the interest of establishing cooperation efforts with other surrounding jurisdictions, landowners or interest groups, including Humboldt County, State Parks, Trinidad Rancheria, Green Diamond Resource Co. Westhaven Community Services District, etc... This area also includes the area of interest of the Trinidad Bay Watershed Council. By adopting this specific Planning Area, the City defines the area where land use decisions affect Trinidad. Figure 3 shows the existing and proposed Planning Area.

The proposed Planning Area is more centered on the greater Trinidad-Westhaven community. The Luffenholtz Creek drainage basin was included because it is the watershed for the City water supply and serves parcels adjacent to it and along the main line extension. Residential areas west of the freeway up to the Seawood

interchange are included because they rely on the Trinidad area for commercial services and include visitor accommodations and facilities that support the local tourist and fishing activity. The forest area east of the freeway is included to ensure consideration of the potential impacts of activities to these coastal watersheds. The entire Planning Area, outside of City limits, is within Humboldt County jurisdiction.

The County has recently revised its General Plan and a revision of the County Zoning Ordinance Map will follow. This will update the County's Framework Plan (1984). The Trinidad Area LCP will also need to be updated for the coastal zone. The current County General Plan provides for specific designations throughout the planning area. Most of the Trinidad General Plan land use recommendations are consistent with present county designations (1984 Framework Plan). The reader is also referred to the County's Current General Plan and LCP for discussion of the Urban / Rural areas and policies or findings that apply for development in the areas outside the City but within the City's Planning Area.

Goal LU-9: Ensure the protection of the coastal watersheds, natural and community resources and the quality of life in and around Trinidad.

Planning Area Policies

LU-9.1 Assess impacts of development within the entire planning area when considering large projects and regional issues

Program LU-9.1.1: Adopt a watershed based approach to land use planning that accounts for the impacts of development on an entire watershed, not only the individual parcel or activity. Respond to County application referrals based on watershed impacts and encourage the County to do the same for City projects. (CONS Principle A)

LU-9.2 Comment on relevant projects located within the Trinidad Planning Area that could impact the City based primarily on goals and policies found throughout this General Plan and any specific or unusual circumstances.

Program LU-9.2.1: Provide comments and input during any revisions of the County's General Plan that may affect the Planning Area any future adoption of implementing ordinances, and any other agency's or organization's long range plan for that includes land within the City's Planning Area. Seek to have such plans recognize impacts that could occur to the City as a result of inappropriate changes that occur in the City's Planning Area.

Program LU-9.2.2: Review development projects in the County, including timber harvest plans, that may affect Luffenholtz Creek, Mill Creek and other Planning Area watersheds and provide comments to regulatory agencies emphasizing the need to protect water quality and quantity. Consider consistency with all relevant policies in the City's General Plan, particularly those found under Planning Area,

Conservation and Water Quality, and the objectives of the Trinidad-Westhaven Integrated Coastal Watershed Plan.

Program LU-9.2.3: Monitor land use activities and development projects within the Luffenholtz Creek watershed and oppose those activities and projects that may have adverse impacts on creek water quality and quantity.

LU-9.3 Encourage coordination efforts between Trinidad officials and surrounding jurisdictions and landowners in order to address concerns about development projects that affect the Trinidad Planning Area and the Trinidad Head Area of Special Biological Significance / State Water Quality Protection Area.

Program LU-9.3.1: Request notification from responsible agencies (CDF for THPs, ACOE for fill or discharge permits, CALFIRE, PG&E, etc.) whenever possible regarding activities that will occur within the City's Planning Area. Inform responsible agencies of the types of projects that could have impacts on the water quality of the water resources of the Planning Area.

Program LU-9.3.2: Maintain open communication with the Trinidad Rancheria, and encourage the Rancheria to keep the City informed of upcoming projects by providing pertinent background information and studies related to such projects and allowing the City to provide early input on development proposals that could impact the City.

LU-9.4 The City designates both the Luffenholtz Creek and Mill Creek watersheds as "Critical Water Supply Areas," recognizing that these watersheds areas are primary water sources and limited in area so that current development makes the streams susceptible to a potential risk of contamination to the water supply from development activities. (see CONS-1e.3)

Program LU-9.4.1: Work with the County to ensure that the County designates Luffenholtz Creek and Mill Creek watersheds as "Critical Water Supply Areas" thereby providing increased scrutiny of and special protections from land use activities as defined in the Humboldt County Framework Plan and the Trinidad General Plan.

Program LU-9.4.2: Designate properties within a "Critical Water Supply Area" "Special Environment" to minimize further subdivision and reduce potential adverse land use densities until such time that improvements are made to the water supply system so that it is not so sensitive to land use impacts. Existing lots within the watershed may be considered suitable for single-family residence provided the septic tank system is carefully designed and installed to preclude pollution of the stream, and requires periodic inspection by and fees paid to the County Environmental Health Department.

LU-9.5 Develop and maintain an open relationship with landowners within the Planning Area, particularly those in Luffenholtz Creek, in order to facilitate landowner awareness of the need for water quality protection.

Program LU-9.5.1: Pursue adoption of a public education program regarding pesticides and other hazardous chemical, and when feasible, enter into a non-binding Memorandum of Understanding, or other agreement with property owners within the "Critical Water Supply Area" to minimize the use of these chemicals and reduce contamination of water supplies.

Program LU-9.5.2: Support the efforts of the Trinidad Bay Watershed Council to improve water quality in the Planning Area. Designate a City representative to participate in the Watershed Council meetings and other activities to the extent practicable.

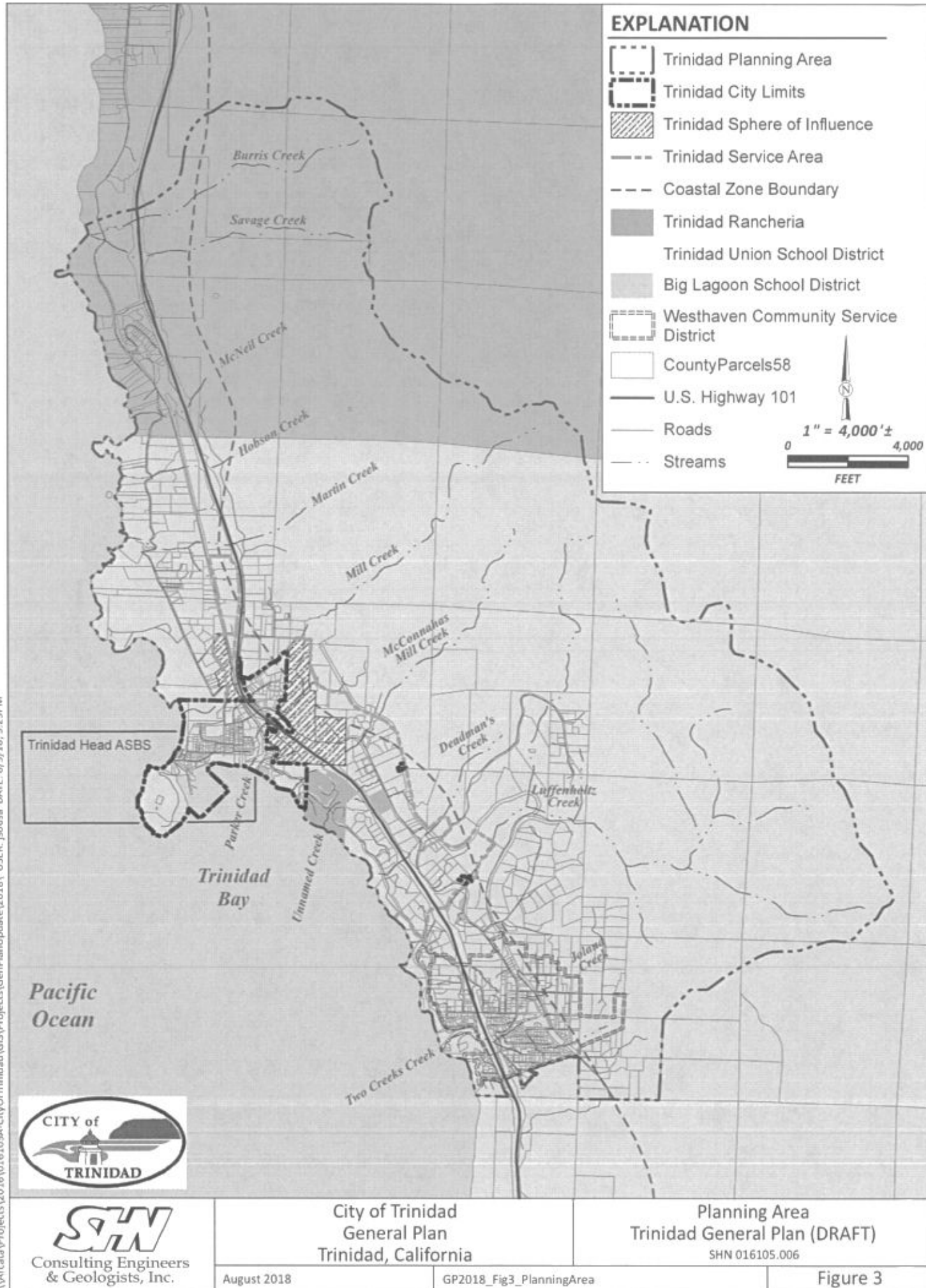
LU-9.6 Encourage responsible septic system use and installation within the Planning Area.

Program LU-9.6.1: Pursue grant funding to monitor and implement projects within the City's entire Planning Area to reduce pollution from onsite wastewater treatment systems. Encourage Humboldt County to participate to the maximum extent possible. Project goals include determining what areas and which onsite wastewater treatment systems are contributing the most pollution and offering financial incentives or other assistance to help landowners fix problems. The City and County should consider the feasibility and desirability of forming a Septic Maintenance District from Trinidad to Moonstone. (PUBL-18)

LU-9.7 Preserve economically viable timber stands for use as commercial timber while protecting water quality, special status species and sensitive habitats (Goal CONS-8).

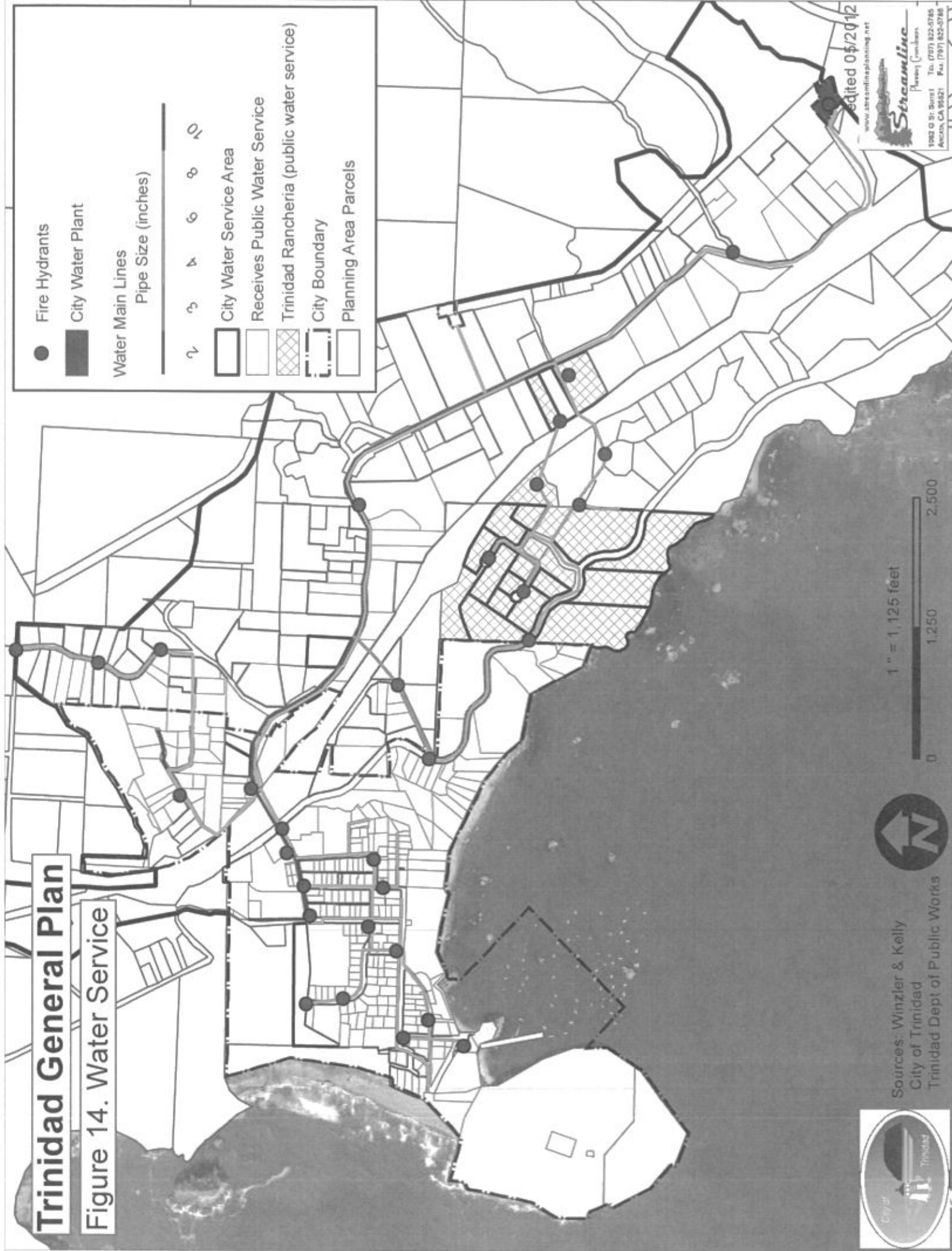
LU-9.8 Provide a geographically distributed inventory of mining sites protected from incompatible land uses, permitted and operated to prevent significant environmental impacts and to satisfy long-term demand for mineral resources and construction materials (Goal CONS-11).

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Trinidad General Plan

Figure 14. Water Service



1" = 1,125 feet



Sources: Winzler & Kelly
 City of Trinidad
 Trinidad Dept of Public Works





DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

3. Discussion/Decision regarding Approval of LCP Amendments Related to the Calfire Water Line Extension

AGENDA ITEM REPORT

November 14, 2018

Item: CAL FIRE Water Line Extension LCP Amendment

Background

The history of this project goes back several years. The CAL FIRE Trinidad Station previously obtained its potable water through a collection and treatment system on Martin Creek. However, possibly due to upstream development, that source has become polluted and unreliable. CAL FIRE attempted several solutions, including expansion of the collection cistern, improvements to the filtration system and even digging a new well. None of these actions worked, and the station has had to rely on trucked and bottled water for domestic use ever since.

Therefore, CAL FIRE applied to the Humboldt Local Agency Formation Commission (LAFCo) in 2009 for a service extension from the City of Trinidad water system. LAFCo is the agency responsible for determining changes in jurisdictional boundaries of local agencies, including cities and service districts. Normally out of agency service extensions are not allowed without annexation. However, an exception was allowed in this case because CAL FIRE is a public agency and because the current water situation is a health and safety issue. Winzler and Kelly, Consulting Engineers, prepared a preliminary feasibility report for LAFCo, which showed that the CAL FIRE demand would use approximately 1% of the City's available capacity and that a 1" line would be adequate to serve the station. LAFCo approved a 1.5" water line in order to allow some room for error. LAFCo's approval was conditioned on CAL FIRE negotiating an agreement with the City, assuming all financial responsibility, and completing all the required environmental and permit compliance.

CAL FIRE then approached the City for approval of the water line extension. The City Council considered the request at their October 2012 meeting. The minutes do not reflect that there was much discussion, and there were no objections. A CAL FIRE representative noted that once they received approval from the City, they would have to work on securing funding and applying for the appropriate permits. Planning staff was not involved in the request at this time nor in the LAFCo process.

After obtaining their funding authorization, CAL FIRE again approached the City in 2014 to start discussions about the required design, engineering, environmental analysis and permitting. This is when the City Planner got involved, as well as Coastal Commission staff. Coastal Commission staff pointed out that the Trinidad Fire Station is outside the City's approved and mapped Water Service Area. Both the City and County LCPs include language that would prohibit extension of City water outside of the service area. City staff met with Coastal Commission staff, County staff and the applicant representatives in July 2015 and September 2015 to discuss the next steps to move the project forward. It was determined that amendments to both the County and City LCPs would be required. It was

also determined that language allowing a specific exception for the CAL FIRE station would be the best approach. This was as opposed to amending the Service Area Map, which would have required a much more comprehensive water supply analysis and would have opened up a much broader water service discussion. Between 2015 and 2017 City, County, Coastal Commission and CAL FIRE staff all worked on developing language for a limited-scope LCP amendment.

Amendment

CAL FIRE then requested an amendment to the City's Land Use Plan / General Plan, which is part of the City's Local Coastal Program (LCP). The amendment would provide a narrowly defined exception to allow the City to provide water service to the Trinidad Fire Station, even though it is outside the City's approved water service area. The extension is needed because the station's existing water source is contaminated; City water would only be used for domestic uses / potable needs.

Section 17.68.030 requires that both the Planning Commission and City Council hold public hearings on proposed amendments to the LCP. The Planning Commission provides a recommendation and the City Council formally adopts an amendment by Resolution. At their meeting of August 16, 2017, the Planning Commission held a public hearing and discussed the proposed amendment. Following the hearing they unanimously approved a motion to recommend approval and adoption of the amendment by the City Council. The City Council approved the amendment on September 13, 2017.

After City Council approval, City staff submitted an application for an LCP amendment to the Coastal Commission for certification. Although City staff understood that the amendment language had already been agreed to by Coastal Commission staff, upon further review and analysis as part of preparing their staff report, they ended up suggesting modifications to the proposed amendment. The Coastal Commission then approved the amendment as modified by staff on September 12, 2018.

Because the Coastal Commission modified the amendment, the City must take action again to accept the amendments before they become certified and effective. Once the amendment is certified, CAL FIRE can then apply for a Coastal Development Permit, and any other necessary permits, from the City and County in order to install the line. Both the 2017 Planning Commission approval and the 2012 City Council approval require that CAL FIRE bear the financial responsibility for design, permitting and installation of the new water line.

Coastal Commission Modifications

The primary modification was to add a new Policy 27a that gives priority to the commercial recreation zoned parcels within the north Trinidad service area over other users within the City's service area. The reason for the change is because those parcels are zoned for visitor serving uses that are a priority use of lands in the Coastal Zone under the Coastal Act. Therefore, the Coastal Commission has an obligation to ensure that those

parcels are given priority over the residentially zoned parcels that make up most of the rest of the service area. Other modifications include references to the new policy 27a and the existing policy 23a which gives users in the City limits first priority for water service and capacity. Together the amendments give first priority for service connections to users in City limits and second priority to the CR zoned parcels in the north service area; the remainder of the service area is a lower priority. As part of the amendment process, City staff supplied Coastal Commission staff with preliminary data showing that the City does have the capacity to serve build-out within City limits, development of the CR parcels in the north service area, and the CAL FIRE station. However, that was very preliminary data, which was acceptable, because the CAL FIRE station will create very little additional demand, so the standard of review was lower than it would be for a larger project.

Larger Issues

The City Planner did not object to the proposed modifications when informed, because the City had already obtained grant funding to do a comprehensive water supply assessment that will be used to prioritize and potentially amend the City's service area. That work will eventually be incorporated into the City's ongoing LCP/General Plan update, likely making the Coastal Commission modifications a moot point. In addition, it is likely that eventual provision of water service and annexation of that north service area would be beneficial to the City (potentially large property, sales and TOT tax revenues, land use control, larger population base, etc.). However, that has yet to be determined.

The Trinidad Rancheria's hotel proposal complicates this amendment issue. Existing City users and future build-out in the City are still the first priority, with or without the amendment (see Policy 23a). However, it appears that the amendment would require the City to reserve enough capacity to serve the north Trinidad service area prior to providing additional water to the Trinidad Rancheria. City staff calculated a very rough estimate of a little over 17,000 gpd needed to serve the north Trinidad service area based on water use of the two RV parks in town, which is very close to what the estimated need of the hotel is.

Because the hotel is also a priority visitor-serving use under the Coastal Act, the actual effect of the amendment is unclear. I had one Coastal Commission staff person assure me that the hotel could still be given priority over the north service area parcels, and another one tell me absolutely not. This is further complicated by the number of conflicts of interest that the staff in the local Coastal Commission office have with the Rancheria's development, so I can't talk to the people most familiar with Trinidad's LCP. If the modifications are interpreted to mean that the City has to reserve capacity for the north service area prior to providing water to the hotel, and if the water plant does not have the capacity to serve both, it would mean that the Rancheria would either have to (1) pursue upgrades of the City's water plant to increase the capacity such that the City could serve both the north service area and the hotel, or (2) pursue an LCP amendment, just like CAL FIRE did, to give other visitor serving uses the same priority. Regardless, the Rancheria would still have to obtain separate approvals from the City and from LAFCo.

Recommendation

The larger issues of water supply / treatment capacity and prioritizations within the City's service area can not be resolved immediately. On the other hand, CAL FIRE has been working in good faith with the City on this amendment for many years, and now they are preparing a CDP application anticipating certification of the amendment. County staff anticipates that the Board of Supervisors will act to approve the modifications in November. The City must act to accept the proposed modifications no later than early January, or a new LCP amendment application would need to be submitted.

Potential future changes to the City's service area, and/or priorities within the service area would not materially affect the City's agreement to provide potable water to the fire station. The one exception is that if the City wants to provide water to and annex the north service area, it would not make sense to install a 1.5" water line as a service connection to the CAL FIRE station; a much larger trunk line would be needed eventually. But the proposed modifications to the LCP amendment that the City already approved do not impact this issue, and it would not prevent the City from taking action on the proposed modifications. However, it should be investigated and considered at the time of or prior to approval of the CDP for the water line extension.

On the other hand, any request for City water from the Trinidad Rancheria could be impacted as described above, depending on the results of the City's water supply assessment (e.g. if there is not enough treatment capacity to serve both the hotel and the north Trinidad service area). However, it would not be precluded by this amendment.

City staff do not want to derail CAL FIRE's efforts over the last 10 years to obtain water from the City. The County Board of Supervisors has already approved a similar set of modifications to their amendment, also have similar effects on any future water service requests. By the time the Coastal Development Permits for the physical water line extension are ready to be acted upon (several months), the City will have better information on which to make an informed decision.

Attachments

Coastal Commission Suggested Modifications and Adopted Findings
Resolution of Adoption

Recommended Action:

Adopt the attached resolution approving the Coastal Commission modifications to the City approved Land Use Plan / General Plan Amendment.



RESOLUTION NO. 2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD, CALIFORNIA, TO GRANT APPROVAL OF THE COASTAL COMMISSION SUGGESTED MODIFICATIONS TO AN AMENDMENT OF THE WATER SERVICE SECTION OF THE TRINIDAD GENERAL PLAN / LAND USE PLAN PORTION OF THE LOCAL COASTAL PROGRAM TO ALLOW EXTENSION OF CITY WATER SERVICE TO THE CAL FIRE TRINIDAD FIRE STATION PREVIOUSLY APPROVED BY THE CITY

WHEREAS, the on September 13, 2017, the City Council of the City of Trinidad approved an amendment to the Trinidad General Plan / Land Use Plan portion of the City's Local Coastal Program to allow a limited exception in order to provide City water service to the CAL FIRE Trinidad Fire Station (Resolution No. 2017-12); and

WHEREAS, on November 16, 2017 the City of Trinidad, by Resolution No. 2017-11 submitted said amendment for consideration and certification to the California Coastal Commission; and

WHEREAS, On September 12, 2018, the California Coastal Commission approved resolutions of certification and suggested modifications for this amendment to the City's Local Coastal Program (Coastal Commission Case No. LCP-1-TRN-17-0072-1); and

WHEREAS, the City Council finds the suggested modifications to be acceptable.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Trinidad as follows:

1. The above recitations are true and correct.
2. The City Council acknowledges receipt of the California Coastal Commission's resolutions of certification and suggested modifications and accepts and agrees to the modifications through amendment of the Coastal Land Use Plan as required in Section 13544(a) of the Commission's Administrative Regulations, and agrees to issue Coastal Development Permits for the total area included in the certified Local Coastal Program consistent with the modifications to the Land Use Plan amendment approved as Resolution 2017-12 as certified by the Commission.
3. The City Council will submit this acknowledgement to the California Coastal Commission to demonstrate conformity with the provisions of the Commission's action to certify the amendment to the Local Coastal Program in compliance with Section 13544(b) of the Commission's administrative regulations.
4. The Mayor of Trinidad is hereby authorized and directed to sign and certify all documents and other materials in accordance with this Resolution to reflect the above mentioned action by the City Council.
5. The City Council directs the City Planner to submit this Resolution to the Executive Director of the California Coastal Commission.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this November 14, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor

CALIFORNIA COASTAL COMMISSION

NORTH COAST DISTRICT OFFICE
1385 EIGHTH STREET • SUITE 130
ARCATA, CA 95521
VOICE (707) 826-8950
FAX (707) 826-8960



September 17, 2018

Trever Parker, City Planner
City of Trinidad
Post Office Box 390
Trinidad, CA 95570

RE: LCP amendment LCP-1-TRN-17-0072-1 (CalFire water service extension)

Dear Trever:

The purpose of this letter is to formally notify you of the Coastal Commission's action on the LCP amendment for the proposed Land Use Plan (LUP) amendment involving text changes to the LUP to allow a water service extension from the City to serve to a rural public facilities property (the CalFire Trinidad Fire Station located at 923 Patricks Point Dr.). By a series of unanimous votes, the Commission: (1) rejected the amendment to the LUP as submitted; and (2) approved the LUP amendment with suggested modifications. The modifications were detailed in the staff report dated August 24, 2018. The resolutions of certification and the suggested modifications are listed in Attachment 1 to this letter.

Pursuant to Section 13544 of Title 14 of the California Code of Regulations, effective certification of the LCP amendment will occur after:

1. The City of Trinidad acknowledges receipt of the enclosed resolutions as adopted by the Commission, and within six months of the September 12, 2018 action (i.e., **by March 11, 2019**) through an adopted resolution:
 - A. accepts and agrees to the modifications that are suggested;
 - B. takes whatever formal action is necessary to implement the modifications; and
 - C. agrees to issue coastal development permits subject to the approved Local Coastal Program;
2. The Commission does not object to the Executive Director's determination that the resolution by the City Council is legally adequate; and
3. That determination is filed with the Secretary of Resources by the Coastal Commission staff.

Alternatively, the City has the option to resubmit a different LCP amendment without the Suggested Modifications that would then be subject to future Commission review.

If we can provide any assistance in completing the final steps outlined above to achieve effective certification of the amendment, please don't hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Melissa B. Kraemer".

Melissa B. Kraemer
Supervising Planner

Encl. Attachment 1: *Resolutions and Suggested Modifications*
Adopted Findings for LCPA No. LCP-1-TRN-17-0072-1

CITY OF TRINIDAD LCP AMENDMENT NO. LCP-1-TRN-17-0072-1
(CALFIRE WATER SERVICE EXTENSION)

RESOLUTIONS

ADOPTED BY THE CALIFORNIA COASTAL COMMISSION ON SEPTEMBER 12, 2018

I. RESOLUTIONS

A. RESOLUTION TO DENY CERTIFICATION OF THE LUP AMENDMENT AS SUBMITTED

The Commission hereby denies certification of the Land Use Plan Amendment No. LCP-1-TRN-17-0072-1 as submitted by the City of Trinidad and adopts the findings set forth below on the grounds that the land use plan as amended does not meet the requirements of and is not in conformity with the policies of Chapter 3 of the Coastal Act. Certification of the Land Use Plan amendment would not meet the requirements of the California Environmental Quality Act, as there are feasible alternatives and mitigation measures that would substantially lessen the significant adverse impacts on the environment that will result from certification of the Land Use Plan Amendment.

B. RESOLUTION TO CERTIFY THE LUP AMENDMENT WITH SUGGESTED MODIFICATIONS

The Commission hereby certifies Land Use Plan Amendment No. LCP-1-TRN-17-0072-1 for the City of Trinidad if modified as suggested and adopts the findings set forth below on the grounds that the Land Use Plan amendment with suggested modifications will meet the requirements of and be in conformity with the policies of Chapter 3 of the Coastal Act. Certification of the land use plan amendment if modified as suggested complies with the California Environmental Quality Act because either: (1) feasible mitigation measures and/or alternatives have been incorporated to substantially lessen any significant adverse effects of the plan on the environment; or (2) there are no further feasible alternatives or mitigation measures that would substantially lessen any significant adverse impacts on the environment that will result from certification of the Land Use Plan Amendment if modified.

II. SUGGESTED MODIFICATIONS

Shown below are the revised text deletions and additions proposed by the City in ~~single-strikeout~~ and single-underline, respectively. Text deletions and additions suggested by the Commission are formatted in ~~**bold double strikethrough**~~ and **bold double-underlined** text, respectively.

I. **Suggested Modification 1:** Modify the City of Trinidad Land Use Plan as follows:

PUBLIC SERVICES

...

Water Service

The City withdraws all municipal water entirely from Luffenholtz Creek. A large trunk line, located along Westhaven Drive, carries the water into the City. All development in the City is connected to the system. Because some of the residences along Westhaven Drive had inadequate wells, the City allowed them to connect to the system...

...

The relationship between the number of new services that can be connected and the capacity of the system is complex and can only be evaluated relative to specific hookup requests. Any proposals for significant increase in water usage should be viewed with caution...

...

Service Preference

The City chooses to allow connections on a selective basis with preference given first to users within city limits. The City desires to maintain and upgrade its water system as necessary to provide domestic water and fire flows for routine as well as peak demands. Major expansions of trunk lines should be carefully reviewed.

...

23a. Users within city limits should be given preference for service connections.

...

24. In the event of a proposal to expand the City water system, prospective customers shall provide by agreement with the City the necessary funds in whole or in part to defer the cost of system improvements. This policy shall be implemented by provisions of the City Water Ordinance.

...

*25. The area to the east and the southeast of the city on either side of the freeway, where some properties are already connected to the system, should be included in the city service area to allow for additional connections as the system allows, **consistent with policies 23a and 27a.***

...

In North Trinidad, the unincorporated area north of the City, several commercial developments, visitor accommodations and residences could benefit from connecting to the City water system. Visitor accommodations have not been able to meet the growing demand because of limited water supplies. If the water system is expanded and a trunk line extended to the north, this development constraint would be altered or removed.

...
Service Preference

The continuation, modernization and expansion of visitor services are important to the economy of the area. The City supports the preference of the residents of North Trinidad that the area west of Patrick's Point Drive north of Anderson Lane remain rural residential in character. Therefore, if water service is extended into North Trinidad it should be confined to: (1) the visitor service area east of Patrick's Point Drive; (2) the CAL FIRE Trinidad Fire Station located at 923 Patrick's Point Drive; and (3) the commercial area on the west side of Patrick's Point Drive south of Anderson Lane.

RECOMMENDED POLICIES:

26. *The existing commercial area on the west side of Patrick's Point Drive south of Anderson Lane and the area on the east side of Patrick's Point Drive south of the Division of Forestry property should be included in the City service limits to allow for future consideration of water service, **consistent with policies 23a and 27a**.*
- 26a. *Water service should not be provided within the North Trinidad service area until the City system has sufficient capacity **to serve all existing and planned development within the city limits consistent with Policy 23a**. The size of the trunk line into the North Trinidad service area should only be large enough to serve the projected needs of development in the **North Trinidad** service area.*
- 26b. *Water service may be extended to the CAL FIRE Trinidad Fire Station located at 923 Patrick's Point Drive if the service line extension (i) is sized so as not to exceed provision of the minimum amount of water needed to serve the fire station for domestic water use; (ii) will not remove capacity necessary to serve future development within the City; (iii) will not impair fire protection services in the City; (iv) is designed and conditioned in such a way that it will not service additional parcels/be growth inducing; and (v) is found to be in conformance with the resource protection policies of this plan.*

The City must also consider the conditions under which it will provide water service to areas outside the City. Section 30254 of the Coastal Act states in part that where existing or planned public works facilities can accommodate only a limited amount of new development, services to coastal dependent land use, essential public services and basic industries vital to the economic health of the region, state, or nation, public recreation, commercial recreation, and visitor-serving land uses shall not be precluded by other development. Most cities require that those wishing to connect to City services annex their property. Annexation of residential areas increases property tax revenue and State subventions (such as gas taxes)...

...
Service Preference

Making annexation a prerequisite could limit interest in connecting to the City water system since the level of services provided by the City is, except for water, essentially the same as those available from the County at less cost. If the water system is expanded, ~~the following~~ policy 27 should be used to determine whether annexation should be a prerequisite to water service.

RECOMMENDED POLICIES:

27. *Applications for water service for property outside of the city should be reviewed to determine whether annexation would be advantageous to the city. If there is reasonable doubt as to the economic advantages the hookup should be allowed without annexation so that the city can benefit from the added water revenue, provided that there is substantial compliance with all other policies in this plan and with the City Water Ordinance.*

27a. Water service extensions shall not remove water system capacity needed to serve Coastal Act priority uses within the North Trinidad Service Area described in policy 26.

CALIFORNIA COASTAL COMMISSION

NORTH COAST DISTRICT OFFICE
1385 EIGHTH STREET • SUITE 130
ARCATA, CA 95521
VOICE (707) 826-8950
FAX (707) 826-8960



DATE: September 17, 2018

TO: Interested Persons

FROM: Robert S. Merrill, North Coast District Manager
Melissa B. Kraemer, Supervising Analyst

SUBJECT: **Adopted Findings** for City of Trinidad Land Use Plan Amendment No. LCP-1-TRN-17-0072-1 (CalFire Trinidad Fire Station Water Service Extension)

Adopted Findings. At the Coastal Commission meeting of September 12, 2018 in Fort Bragg, the Commission denied the City of Trinidad LCP Amendment (LCPA) Application No. LCP-1-TRN-17-0072-1 as submitted, and certified the LCPA as suggested to be modified by staff in the August 24th staff report, and as modified verbally by staff at the hearing. At the hearing, the staff made one correction to the staff report in response to public comments received on the staff recommendation from the Trinidad Rancheria. The letter from the Rancheria dated September 7, 2018 expresses support for the City's application and also points out an error on page 14 of the August 24th staff report. In the first full paragraph on page 14, within the section of the findings related to Background on the City's water system, the findings stated that "the City currently provides water service to the Trinidad Rancheria reservation lands and off-reservation trust lands located east of the City." The Rancheria's letter points out that the reference to "off-reservation trust lands" is erroneous, as all lands held in trust for the Trinidad Rancheria are considered to be "on-reservation" and part of the Rancheria, whether or not the lands are contiguous. These adopted findings therefore delete the words "and off-reservation trust lands" from page 14 of the staff report and other pages of the staff report as applicable to correct this error.

The Commission adopted the staff recommendation as corrected at the hearing in its entirety. The following resolutions and findings were adopted by the Commission on September 12, 2018.



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 18 PAGES

4. Discussion/Decision regarding Appointment of Short-Term Rental Advisory Committee Members

DISCUSSION AGENDA ITEM

Wednesday, November 14, 2018

Item: Discussion/Decision regarding STR Advisory Committee Appointments.

Background: At the regular meeting on **October 10**, the Council chose to postpone the appointments and revise the recruitment announcement in order to enrich the selection process and correct any confusion as to the makeup of the committee.

At that meeting, the Council reaffirmed the following membership framework:

- (1) Planning Commission Liaison**
- (2) 2 General Public Representatives** (City representative)
- (2) STR Business Representatives** (STR Owner or Manager)

They also approved the caveat that the City Manager, or his/her designee, shall serve as primary staff liaison to the STR Committee.

The candidates that applied by the revised deadline of Wednesday, November 08, 2018 were the following:

*Jonna Kitchen (STR Business Owner)
Jan Nash Hunt (STR Homeowner)
Richard Bruce (Resident)
Erin Rowe (Resident)
Dorothy Cox (Resident)
Jenny Anderton (Resident)*

The candidates that applied by the first deadline of Wednesday, October 03, 2018, did not change or amend their first letter of interest, nor reaffirm their interest in filing a second time were the following:

*Tyler James (Trinidad Bay B&B)
Mike Morgan (Trinidad Bay B&B)
Kathleen Lake (Resident)*

The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short Term Rentals in the City of Trinidad.

Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all.

Letters of interest will be distributed to the Council prior to the meeting for review and appointment.

Recommended Action: *Appoint individuals to serve on the Short Term Rentals Committee.*

Attachments: *Letters of interests from eligible candidates.*

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



Posted: Tuesday, October 30, 2018

The City of Trinidad is seeking volunteers to serve on the **SHORT-TERM RENTAL ADVISORY COMMITTEE**

The City Council is seeking volunteers who have an interest in advising the City Council on all matters concerning Short-Term Rentals (or STRs) in the City limits. The Council would like this group to be:

- (1) Planning Commissioner
 - (2) members of the public who are not directly affiliated with an STR
 - (2) members of the public who are either STR owners or property managers
- The City Manager or his/her designee will serve as the primary City staff liaison between the Advisory Group and the Council

Purpose of the Advisory Group: The Planning Commission and City Council have worked hard over the last several years to develop a strong, inclusive and fair Ordinance to moderate and guide the actions surrounding Short-term Rentals. After 2 years with an ordinance was in place it became apparent that revisions and adaptations were necessary. Two Councilmembers (West and Baker) spent a year studying the effectiveness of the Ordinance, based on citizen input, review of other ordinances, and many hours of discussion. One result of their good work was the recommendation to form this Advisory Group to keep up with the City, the Ordinance, and the effectiveness of how we administer the whole process.

This Advisory Group is expected to meet quarterly and report annually to the Council. The annual meeting should happen in the late Fall, in anticipation of the next permitting cycle which begins in February. The group is not expected to reach consensus on issues that it reports to the Council. Rather, it is the duty of the Group to reach across all sectors of Trinidad's community to keep the Council informed of the needs of the Ordinance and at times suggest ways to improve if necessary.

Interested residents living within the City limits may send a letter of interest to the City Clerk at:

City of Trinidad, PO Box 390, Trinidad, CA 95570, or by email to: cityclerk@trinidad.ca.gov, or delivered in person to the Town Hall at 409 Trinity Street.

In this letter, please discuss why you want to serve on the Advisory Group, what your understanding and/or familiarity is with the STR ordinance, and how you see yourself working with a group of people who potentially have different and sometimes very opposing points of view.

FILING DEADLINE: NOVEMBER 08, 2018

- Please call Councilmember Ladwig at 707.845.5942 if you have questions
- the STR ordinance is online: <http://trinidad.ca.gov/document-library/document/str-ordinance-11-09-16-final>

City of Trinidad
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570

RECEIVED

OCT 02 '18

CITY OF TRINIDAD

Trinidad City Council:

September 29, 2018

I would like to be considered for one of the General Public (City Resident) positions on the City's Short-Term Rental (STR) Committee. I am a 40+ year resident of Trinidad and reside at 780 Underwood Drive.

My qualifications include: BA and MBA from the University of California (Berkeley), former business owner (Trinidad Market and Deli- now Murphy's Market), former Trinidad Planning Commissioner (mid 1980's), and most recently I retired from my Caltrans position as an Associate Transportation Planner.

I have attended and provided input at both Planning Commission and City Council meetings regarding Short Term Vacation Rentals and feel that I have a pretty good understanding of many of the issues/problems/benefits associated with them. As a former business owner I understand the value that tourism brings to our community. As a resident with an STR directly across the street from me I have personal experience with both the positive and negative impacts associated with their operation. With that in mind, I believe I will be able to look at all sides of the STR issue and provide a balanced approach to analyzing how the City's STR ordinance is working.

Thank you for considering me for this position.

Sincerely,



Richard "Dick" Bruce
780 Underwood Drive
P.O. Box 1190
Trinidad, CA 95570
707 677-3940

RECEIVED

NOV 08 '18

To the Trinidad City Council:

CITY OF TRINIDAD

August 3, 2016

Please accept the following comments on the Planning Commission's recommendations on a new STR ordinance.

I have lived in Trinidad since 1976. I currently have an STR across the street from my home and another down the street. We have had both good and bad experiences with them. As a former business owner I understand the positive economic impact that tourism has on our city, and STR's definitely contribute to that. I also value the importance of full time neighbors and the contributions they make to the social fabric of our community. I feel it is important to look at the STR issue from both sides and try to find a way to preserve our neighborhoods while still allowing STR's and the economic benefit they provide to the City.

I have attended numerous Council and Planning Commission meetings on the STR issue, and one thing I have taken away from those discussions is that the most glaring problems associated with STR's seem to be limited to a minority of STR units. Most of the complaints seem to be centered on specific units or clusters of STR's.

For the most part, I concur with the Planning Commission's recommendations. However, **I disagree with a 5 year maximum license term for all STR's.** If I understand the reasoning behind this recommendation, it is to provide neighbors of problem STR's a reasonable expectation that those problem STR's will not have a guaranteed license renewal and that the neighbors will gain relief after no more than 5 years. However, this will unfairly punish those STR owners who do a good job of making sure that their units do not create problems for the neighborhoods they are located in. Instead I suggest that the license term be reviewed annually for each STR, and that those units which have not had any verified "Significant Violations" in the previous year be allowed to renew their licenses. An STR with 1 verified "Significant Violation" would be given a warning (and perhaps an administrative penalty) that if another "Significant Violation" occurred in the next year they would lose their right to renew and be added to the next lottery. Any STR which has had 2 or more "Significant Violations" would have its license revoked and would not be eligible to enter the lottery pool for at least 1 year. This system would identify and weed out the problem STR's while not punishing the operators who make sure their units are properly managed. Adversely affected neighbors would still have the expectation of relief, and the problems associated with clustering could be addressed without having to wait for attrition.

In closing I would like to thank both the Planning Commission and all the community members who contributed long hours to this often contentious effort. I would also request that this letter be read into the official City Council record.

11-8-18
RICHARD BRUCE
RE: STR COMMITTEE -
EXAMPLES OF PRIOR
INTEREST/PARTICIPATION
IN STR ORDINANCE
PROCESS.

Sincerely,

Dick Bruce

780 Underwood Drive

Mr. Robert Merrill
North Coast District Manager
California Coastal Commission
1385 Eighth Street, Suite 130
Arcata, CA 95521

February 23, 2017

Subject: Extension of time limit for Commission action on City of Trinidad request for certification of Implementation Plan (IP) amendment to revise limits on short term rental residences for transient occupancy.

Dear Mr. Merrill:

My wife and I recently received a notice dated February 17, 2017 of a public hearing scheduled for March 9, 2017 to allow the Coastal Commission a time extension before considering the City of Trinidad's LCP Amendment NO. LCP-1-TRN-16-0065-1. Please accept the following comments for your consideration.

My wife and I are over 40 year residents of the City of Trinidad. Although now retired, we both owned and operated successful businesses in the City for many years. We are well aware of the importance of both tourism and an involved active citizenry in making Trinidad a vibrant and attractive community for both residents and visitors alike.

The City and a large number of concerned citizens have worked diligently for over a year to address legitimate concerns regarding short term rentals (STR-vacation rentals) and the problems that have arisen due to their proliferation. I have personally attended numerous committee, Planning Commission and City Council meetings regarding this issue. All sides have had ample opportunity to voice their feelings regarding the effect of STR's on the City and the City's LCP amendment has taken all of this into consideration. I fully support the amendment and ask that the Commission move forward as quickly as possible to approve the amendment.

Should the Commission grant itself a time extension for consideration of the City's LCP amendment, I urge that it be for no longer than the next regularly scheduled Commission meeting. The City of Trinidad and its residents deserve a decision before the onset of the summer tourism season.

Respectfully,

Richard Bruce
780 Underwood Drive
PO Box 1190
Trinidad, CA 95570

Jan Nash Hunt
2161 Golf Course Road
Bayside, CA 95524

707-845-6618

RE: STR Committee
(Owner of STR at 30 Scenic Drive)

October 3, 2018

Dear City of Trinidad,

I see that you are looking for volunteers to be on your "Short-Term Rental Committee". I would like to be an *alternate member (or regular member if you can't find anyone else)* to fill the slot of STR Business Representative. Being an alternate might be best since I am often busy with work and volunteer positions, but I could at least attend quarterly meetings. I am interested in representing the owners of vacation rentals in the area if need be and helping with making the relationship as positive as is possible between the town, its leadership, and those doing business in this industry.

My qualifications (that may or may not apply) include:

1. Being involved as an owner of a house in Trinidad since 1979. This was used as a family vacation home until Gail Saunders helped us by being our property manager then later the new owners of Trinidad Retreats took over. We have rented the home as a vacation rental for around 15 years, I believe.
2. I have a few other rentals that are month-to-month, so I see the difference in these two types of business.
3. I am a tax preparer for a local orthodontist's office, a practice that I help manage with my husband.
4. I am a former speech pathologist and worked with people with head injuries and strokes for many years, as well as autistic children.
5. I am the mother of three.
6. I am the immediate past president and a current board member of Humboldt Sponsors, a non-profit organization that raises money each year to provide camperships, swimming lessons, enrichment, and mentorship experiences for homeless and disadvantaged children. Last year we raised and granted \$110,000 to Humboldt County organizations that assist children who need services.
7. I am an open-minded person and my hope is for the City, the residents, and the STR owners to have a positive relationship and work together on issues that come up.

Thank you, 
Jan Nash Hunt

Trinidad City Clerk

From: Trinidad Retreats <info@trinidadretreats.com>
Sent: Thursday, November 08, 2018 3:33 PM
To: City of Trinidad
Subject: Re: STR Advisory Committee

Dear Honorable City Council Members:

I am submitting my letter of interest to participate on the STR Advisory committee as an STR Manager. As many of you already know I am a co-owner of Trinidad Retreats. I have been managing vacation rentals in the city of Trinidad for nearly 10 years now. I currently manage 11 STR's in the City of Trinidad. I am volunteering to participate on this committee because I believe it is critical to provide an accurate, unbiased assessment of how the STR ordinance is actually working. My mission would be to promote data driven analysis with statistics to see what is working well and what needs improvement. Since I participated as much as possible in all of the meetings both City Council and Planning Commission when the STR ordinance was being re-written I feel I am a qualified person for this role. Although there are features to the STR ordinance that I don't agree with I feel that the city worked hard to create a very reasonable, balanced ordinance that protects both community and commerce. I believe the ordinance is working quite well from the data I have seen as an STR Manager however I agree that some oversight to see what is working well, what is unnecessary and what can be improved is an important part of an evaluation process. I understand that there are some very extreme differences of opinion on this topic. I believe if the right candidates are chosen we can come together to listen, speak calmly and work respectfully as a committee. If we can focus on facts & data and avoid drama and he said/she said scenarios then I think this process will be very productive.

Sincerely,

Jonna Kitchen, Reservations Manager/Owner
(707) 601-6645



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On Thu, Nov 8, 2018 at 9:43 AM Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

*** Correction - the regular meeting is on Wednesday, November 14 (not November 12)***

-----Original Message-----

From: Trinidad City Clerk <cityclerk@trinidad.ca.gov>
Sent: Wednesday, November 07, 2018 3:42 PM
To: cityclerk@trinidad.ca.gov
Subject: STR Advisory Committee

Dear STR Committee Candidate:

You are receiving this message because you submitted a letter of interest to the City during the first round in October, or more recently when the process was revised and re-noticed.

City of Trinidad
PO Box 390
Trinidad, CA 95570

November 6, 2018

Dear City Council,

I am applying for a position on your Short-Term Rental Advisory Committee as a member of the public who is not directly affiliated with an STR.

I have resided in Trinidad for 35 years. I am applying because I am interested in Trinidad and Trinidad's future. In a city the size of Trinidad we all need to contribute in whatever way we can.

I attended all of the Planning Commission and City Council STR Ordinance revision meetings. I made public comments at most of the meetings. I am familiar with the STR Ordinance and the process of its revision. We have STRs in the city. We need an ordinance to regulate them, and the ordinance needs to be reviewed periodically. STRs and their regulation is an extremely complex issue and I am pretty much "up to speed" on this.

Best practices would encourage diversity in the selection of the advisory group, reflecting different points of view and would provide authentic voices to the committee. I can think outside the box as a critical thinker, addressing issues that may be challenging to myself, residents and the city.

Thank you for forming this all important committee and considering me for a position.

Sincerely,

Alan Grau

PO Box 80
433 Ewing Street
Trinidad

Trinidad City Clerk

From: Dorothy Cox <crabby2@suddenlink.net>
Sent: Thursday, November 08, 2018 11:01 AM
To: City of Trinidad
Cc: sladwig@trinidad.ca.gov
Subject: STR COMMITTEE

City Manager Berman, Mr. Ladwig

I would like to be considered for the STR committee.

I am a resident of the Trinidad community since 1966.....Dan and I have lived on Ocean Avenue in the same house since 1977.

I have participated in City Council meetings and Planning

Commission meetings for several years. I am confident that I attended at least 90% of all (CC and PC) meetings when the new STR ordinance was being written. I have read and re-read the ordinance many times.

I would like to be on this committee because I am interested in working toward a more responsive process for both local residents and those who own/ manage vacation rentals.

I served on many, many committees while working at MUSD for almost 20 years and I know I can be both a listener and an active participant in working toward goals.

I do believe I understand the issues of STRs and I will strive to be a fair representative of our community.

Dorothy Cox

Sent from my iPad

STR

Ten years ago my Trinidad house was a vacation rental for a few summers, which allowed me to contribute to my childrens education.

I like having vacationers here to share in the reverence of this area, and hopefully support our efforts to save this place. Revenue for the City is also good.

I like to address specific problems (water usage, noise..etc.) directly rather than using a blunt ineffective tool. I like to find the value in each position and to craft intelligent, sensible solutions.

I have been a mediator for over 35 years and am familiar with conflict. My background is in law and real estate.

ERIN ROWE

Erin Rowe

P.O.Box 845

Trinidad, CA 95570

(707) 845-4033

www.rowemediation.com

erowemediate@yahoo.com

35 years experience mediating more than 3,000 cases in court and private venues; a member of the California Bar and a Real Estate Broker.

EDUCATION

Southwestern University; Los Angeles, J.D.	1980
University of Southern California; Los Angeles; B.A., Philosophy	1978

MEDIATION Certificates

Los Angeles County Bar Association/ Dispute Resolution Services	1988-2002
Arts Arbitration and Mediation, Santa Monica, CA	1987
Cloke Center For Dispute Resolution, Santa Monica, CA	1988
Collaborative Law; Probate, Santa Rosa, CA	2004
Harvard Negotiation Initiative, Cambridge, MA	2007
Humboldt County Bar Association	2009
Non-Violent Communication, Esalen, CA	2010, and 11

PROFESSIONAL EXPERIENCE

LOS ANGELES COUNTY SUPERIOR COURT	1992- 2002
Senior Family Mediator; Mediated over 2,000 multi-party, in-court child abuse cases with parents and counsel for parents, children and the Department of Children and Family Services. Taught "Parents Beyond Conflict."	
CASA Supervisor;	1996-2002
Trained and supervised volunteer child advocates	

SOCIAL SERVICES COMMISSION; CITY OF SANTA MONICA	1991-1997
Chair; Appointed by Santa Monica City Council	1995 and 1996
Oversaw 35 City funded social service agencies, provided seminars for city employees and coordinated annual budget and education calendars.	

LOS ANGELES COUNTY BAR ASSOCIATION	1988-2002
Mediator; Conducted over 400 individual and multi-party mediations for the Municipal Courts in Los Angeles, Santa Monica and Pasadena, and in Superior Court for criminal misdemeanor and civil cases including insurance claims, contested wills, business contracts, real estate and business dissolutions.	

LOS ANGELES COUNTY JUVENILE PROBATION	1988-1992
Executive Director; Peer Mediation Training Program, Camp Kilpatrick;	
Designed and directed a dispute resolution training program for incarcerated teens. Trained wards to participate in onsite mediation panel resolving conflicts among peers.	
Trainer; "Training for Corrections," provided conflict resolution training for probation officers.	
CLARE FOUNDATION; Santa Monica, CA	1991-1993
Board President; Chaired 20-member board meetings; developed and implemented policies and programs for a 14-facility, \$2.5 million annual budget non-profit.	
CALIFORNIA LAWYERS FOR THE ARTS; Santa Monica, CA	1989-1995
Administrator/Mediator Panel Member; Arts Arbitration and Mediation Services;	
Administered arbitration and mediation program and educational seminar series, and mediated cases settling gallery and artist disputes.	
SUPERIOR COURT; Van Nuys, CA	2002-2003
Probate Department Mediator	
Settled multi-party, in-court contested probate cases	
HOLA (Heart of LA Youth)	2002
Supervisor for five program managers; reviewed and designed after school enrichment programs for inner city high school youth.	
DANIEL'S PLACE: Santa Monica, CA	2003
Counselor/advocate for young adults with mental health crises	
HUMBOLDT COUNTY TEEN COURT; Eureka, CA	2011-present
Advisory Board Member; Attorney Mentor Volunteer	
Courtroom teen diversion/restitution program	
EMMA CENTER: Arcata, CA	2013-2016
Board President	
HOSPICE OF HUMBOLDT:	2013-2016
Grief support group facilitator	
<u>Humboldt County Human Rights Commissioner</u>	2017-present
<u>MEDIATION TRAINER</u>	
MCLE attorney training provider ; LawArts Seminars	1998
LA County Certified "Standards and trainings for Corrections"	
Trained probation officers in dispute resolution	1992

MEMBERSHIPS

California and Humboldt County Bar Associations
Arcata Chamber of Commerce

CERTIFICATIONS

Attorney, California State Bar #146775
California Real Estate Broker #01841943
LAUSD-certified bilingual Spanish

inactive

1998

Trinidad City Clerk

From: Jenny Anderton <jennyrhae@yahoo.com>
Sent: Tuesday, November 06, 2018 3:08 PM
To: cityclerk@trinidad.ca.gov
Subject: Attn: Gabe

Hi,
My name is Jenny Anderton and I live in Trinidad. Currently I live in a complex that has a vacation rental on one side. I also work at the Trinidad Bay Eatery and connect with travelers daily. I heard the city is putting together a vacation rental advisory. I am interested in knowing more and how I can be of support.

Thanks,
Jenny Anderton
707.498.1784

Sent from my iPhone

Trinidad City Clerk

From: Trinidad City Clerk <cityclerk@trinidad.ca.gov>
Sent: Monday, September 24, 2018 2:39 PM
To: 'Tom Davies Kathleen Lake'
Subject: RE: STR committee

Kathleen,

Message received and will be forwarded to the City Council for consideration. It is anticipated that the Council will discuss STR membership at the regular meeting scheduled for October 10. We will let you know if that changes as we get closer to the meeting date.

Gabriel Adams
Trinidad City Clerk
707.677.0223

-----Original Message-----

From: Tom Davies Kathleen Lake <tomd.kathleen1@gmail.com>
Sent: Monday, September 24, 2018 1:52 PM
To: Dan Berman Trinidad City Manager <citymanager@trinidad.ca.gov>
Cc: Trinidad City Clerk <cityclerk@trinidad.ca.gov>
Subject: STR committee

Trinidad City Council,

Thank you for your support of the Trinidad community with the recommendation to convene a new Trinidad STR Committee, in Trinidad.

At this time, I am submitting my name for your consideration as a resident member for this new committee.

Thank you,
Kathleen Lake

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

I am interested in being
involved

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



Wednesday, September 12, 2018

Jyler James

**THE CITY OF TRINIDAD
IS SEEKING VOLUNTEERS TO SERVE ON THE
SHORT-TERM RENTAL (STR)
COMMITTEE**

THE CITY OF TRINIDAD IS CURRENTLY SEEKING INDIVIDUALS TO FILL
(3) VACANCIES ON A SHORT-TERM RENTAL COMMITTEE.

Powers and Duties: The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short-Term Rentals in the City of Trinidad. These duties include:

- To provide a forum for community engagement, outreach, and education for issues regarding short term rentals;
- To periodically review and make recommendations regarding current City Regulations and their implementation with respect to short term rentals;

Committee Composition and Meetings: Meetings will be held at least quarterly, publicly noticed in accordance with the Brown Act, and open to all. The membership of the STR Committee shall be appointed by the City Council, and shall be composed of the following representatives:

- 1 City Council member (Chair)
- 1 Planning Commissioner
- 2 General Public representatives (City Residents)
- 1 STR business representative (STR Owner or Manager)

The City Manager, or his/her designee, will serve as primary staff liaison to the STR Committee.

RESIDENTS LIVING WITHIN THE CITY OF TRINIDAD MAY SEND A LETTER OF INTEREST TO
THE CITY CLERK AT: CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570

OR YOU MAY DELIVER THE LETTER IN PERSON TO:
TRINIDAD CITY HALL, 409 TRINITY STREET, TRINIDAD, CA

Email to: cityclerk@trinidad.ca.gov

FILING DEADLINE: WEDNESDAY, OCTOBER 03, 2018

Please call 707-677-0223 for additional information or questions about this volunteer opportunity.

Gabriel Adams, Trinidad City Clerk

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

I Am INTERESTED.

Mike Morgan
677 0840

Susan Rotwein, Mayor
Gabriel Adams, City Clerk



Wednesday, September 12, 2018

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Gabriel Adams, Trinidad City Clerk

Trinidad City Clerk

From: Erin Rowe <erowemediate@yahoo.com>
Sent: Thursday, September 13, 2018 7:20 PM
To: Trinidad City Clerk
Subject: Re: RE: Meeting Notice & Volunteers Needed

RECEIVED

SEP 14 '18

CITY OF TRINIDAD

Thank you Gabe: I would be interested in being one of the resident members of the committee.

On Thursday, September 13, 2018, 10:01:56 AM PDT, Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

That's all up in the air still. My guess is once the committee is established (by the Council at the October 10 regular meeting), the first order of business for that committee will be to determine the meeting date and frequency.

The Council is expecting the committee to hold a minimum of 1 meeting every year in October to allow the community to provide feedback on the busy summer season that passed. Beyond that, meetings could be set regularly or on an as needed basis.

Gabe

From: Erin Rowe <erowemediate@yahoo.com>
Sent: Wednesday, September 12, 2018 10:21 PM
To: Trinidad City Clerk <cityclerk@trinidad.ca.gov>
Subject: Re: Meeting Notice & Volunteers Needed

When will the STR committee meetings be held?

On Wednesday, September 12, 2018, 4:14:13 PM PDT, Trinidad City Clerk <cityclerk@trinidad.ca.gov> wrote:

Meeting Notice:

Planning Commission - Regular Meeting: